# Performance Appraisal

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| --- | --- | --- | --- |
| Employee Name  |  | Appraiser Name  |  |
| Job Title  |  | Job Title  |  |
| Discipline  |  | Discipline  |  |
| Nature of Work  |  | Duration of Work |  |
| Location  |  | Equipment / Systems used |  |
| Start Date  |  | End Date  |  |

## Performance Rating

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria  | Exceeds most requirements  | Meets most and exceeds some requirements  | Satisfactory / Meets all Requirements  | Needs further experience  | Needs further training & experience  |
| Safety attitude & behaviour  |  |  |  |  |  |
| House keeping  |  |  |  |  |  |
| Environmental awareness  |  |  |  |  |  |
| Emergency response attitude & behaviour  |  |  |  |  |  |
| Teamwork & cooperation  |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Initiative  |  |  |  |  |  |
| Productivity  |  |  |  |  |  |
| Learning Skills  |  |  |  |  |  |
| Coaching / Mentoring Skills  |  |  |  |  |  |
| Leadership Skills  |  |  |  |  |  |
| Engineering knowledge & skills  |  |  |  |  |  |
| Operational knowledge & Skills  |  |  |  |  |  |
| Quality  |  |  |  |  |  |
| Administration & documentation  |  |  |  |  |  |

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| Comments – about appraisee’s strengths  |
|  |
| Comments – about appraisee’s improvement actions |
|  |
| Appraisee’s Comments – about the appraisal process  |
|  |
| Appraiser’s Signature |
| Appraisee’s Signature  |