

Quarterly Performance Appraisal paper

1. Employee Details

Field	Details
Employee Name	
Employee ID	
Department / Line	
Job Title	
Supervisor	
Evaluation Period	4 th Quarter of 2025
Evaluation Date	

2. Performance Criteria

#	Criteria	Description	Rating (1-5)	Remarks
1	Productivity / Output	Meets or exceeds daily/weekly on production targets.		
2	Quality of Work	Produces (contributes) work that meets quality standards with minimal rework or defects.		
3	Attendance & Punctuality	Reports to work on time; follows shift schedules and break times.		
4	Safety Compliance	Follows all safety procedures, uses PPE correctly, reports hazards.		
5	Machine Operation Skills	Efficient in operating assigned machines/equipment.		
6	Teamwork & Cooperation	Works well with team members, supports others, communicates effectively.		
7	Adaptability & Learning	Responds positively to new tasks, instructions, and training.		
8	Housekeeping (5S)	Keeps workstation clean and organized, follows 5S principles.		
9	Discipline & Attitude	Follows company rules, shows positive attitude and respects.		
10	Initiative & Responsibility	Takes ownership of tasks, suggests improvements.		

Rating Scale:

1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent

3. Overall Performance Summary

Section	Rating
Average Score	
Performance Level	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Eligible for Bonus / Promotion	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Supervisor's Comments *(Summarize key strengths, areas for improvement, and recommendations.)*

5. Employee's Comments *(Employee can share feedback or concerns.)*

6. Signatures

Evaluated By	Signature	Date
Supervisor		
Department Head		
Employee		