

# Performance Appraisal Forms

## List of Included Documents

### Introduction

### Form Customization Instructions

### Factor & Goal Evaluation Forms

- Accounting Specialist Performance Appraisal
- Administrative Assistant Performance Appraisal
- Customer Service Specialist Performance Appraisal
- Executive Performance Appraisal
- General Performance Appraisal
- Manager Performance Appraisal
- Production Performance Appraisal
- Professional Performance Appraisal
- Sales Representative Performance Appraisal
- Staff Member/Associate Performance Appraisal
- Supervisor Performance Appraisal

### Factor Evaluation Forms

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### Sample Performance Appraisal *(general factor and goal appraisal template)*

### Employee Appraisal Forms

- Employee Assessment Of Manager/Supervisor
- Employee's Self Appraisal Worksheet
- Employee Self Appraisal *(general factor and goal appraisal template)*
- Employee Self Appraisal *(general factor appraisal template)*

### Resources For Managers

- 15 Common Appraisal Mistakes That Managers Make
- Conducting An Effective Appraisal Meeting
- Minimizing Legal Risks Of Appraisals
- Providing Good Feedback
- Setting Effective Goals
- Possible Goals/Competencies To Develop



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