

Please note that our samples show some partial forms. We hope that you will find these samples sufficient to evaluate the high quality of our ISO 9000 Forms Collection.

Sample Form 1 – Annual Performance Evaluation

ANNUAL PERFORMANCE EVALUATION

Employee's Name:	Date of Appraisal:	
Position/Title:		
Supervisor:	Non-Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>

INSTRUCTIONS: Check the appropriate line in each category below and add any appropriate comments.

Position Knowledge - Understanding of basic principles, techniques, and practical and theoretical know-how as related to present job. Up-to-date on changes/trends in technical knowledge related to job. Expands knowledge of job and company products/services as it relates to other positions.

- Outstanding knowledge of all aspects of job.
- Excellent knowledge in most areas.
- May lack knowledge in some areas - continues to learn.
- Not well-informed.

Comments:

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Performance Objectives for the next 12 months

Set two (2) to five (5) performance objectives that support organizational objectives and that meet the SMART criterion (specific, measurable, achievable, relevant, time-bound). Determine measures of success (criteria used to establish if the performance objectives have been met).

Objective	Measure of Success

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Sample Form 2 – Training Evaluation Form

Training Evaluation Form		
Training/Class Title		
Learning Outcome/Objectives of Training		
1) _____		
2) _____		
3) _____		
4) _____		
5) _____		
Training Date:	Instructor (& Contractor):	Training Site:

Rating Scale:

Very satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat dissatisfied	Very dissatisfied
5	4	3	2	1

How satisfied are you with...

Training Effectiveness and Efficiency

	5	4	3	2	1
... the training met its intended objectives (see above)?					
... you learned how the gained knowledge can be applied in “real life”?					
... the training will benefit your job?					
... the training was efficient and made good use of time?					
... the training method truly helped you learn?					

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