

Performance Appraisal Form

Freelancer Name:	Date of Hire:
Supervisor Name:	Job Title:
Appraisal Period (From/To):	

Instructions: Please complete the appraisal by taking the freelancer's self-appraisal comments into consideration. Schedule a face-to-face meeting with the freelancer to discuss feedback and development. After appraisal meeting, please send the completed form to the freelancer and your Account Executive.

Performance Ratings

Exceeds	- Regularly exceeds expectations or goes above & beyond
Meets Sometimes	- Meets expectations or satisfies job standards
Meets Does Not	- Inconsistent performance or hits and/or misses the target
Meet	- Does not meet expectations or performance is not acceptable

Rate the Following:

	Exceeds	Meets	Sometimes Meets	Does Not Meet
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applies knowledge/skills to job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What went well? Highlight results or accomplishments that were achieved and the manner in which the freelancer achieved them. Consider the quality and quantity of work in job responsibilities, tasks, projects, and goals.

What could have gone better? Highlight area(s) of performance that did not go as planned. Consider opportunities or misses in obtaining results.

Overall Job Performance Rating	Exceeds	Meets	Sometimes Meets	Does Not Meet
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Future Development: List developmental area(s) where you would like to see improvement and/or goals to accomplish with future projects.

Supervisor Signature: _____ Date: _____

Freelancer Signature: _____ Date: _____

Comments: