

Please note that our samples show some partial forms. We hope that you will find these samples sufficient to evaluate the quality of our ISO 9001 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

- ... 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?

5	4	3	2	1

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