

# Annual Consultant Performance Appraisal Form

## Consultant Information

Name

Position/Title

Department/Project

Review Period

## Performance Criteria

Criteria	Rating (1â€“5)	Comments
Quality of Work	<input type="text"/>	<input type="text"/>
Timeliness	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>
Technical Knowledge	<input type="text"/>	<input type="text"/>
Teamwork/Collaboration	<input type="text"/>	<input type="text"/>
Problem Solving	<input type="text"/>	<input type="text"/>
Professionalism	<input type="text"/>	<input type="text"/>

## Strengths & Achievements

Describe the consultantâ€™s strengths, achievements, and notable contributions during the review period.

## Areas for Improvement

Describe areas where improvement is needed and possible actions for development.

## Overall Comments

Additional comments and summary of overall performance.

## Signatures

Consultant Signature

Date

Supervisor Signature

Date