



Sample Employee Self-Appraisal Form

The continued progress of any company depends greatly on the effectiveness with which it develops its employees. To be effective, the evaluation process must be based on two-way communication. This form is designed to assist you in formulating your thoughts about past performance, current role, and future expectations. You should think about your responses carefully and answer honestly. Your supervisor is completing a form different from this that will help him or her organize his or her thoughts in regard to your performance and career development.

Bring this completed form to your evaluation interview. It will help you express your thoughts and responses to your supervisor's comments. It will also allow for a free and open discussion of all major topics in which you are interested. The form, however, is not meant to be a comparative device with co-workers. It should be completed by you alone and shared only with your supervisor. After the interview session, it will be placed in your confidential personnel file together with the Employee Performance Review and Development Form completed by your supervisor.

The performance review, evaluation, and development process should be an exciting, positive experience. It provides an opportunity for you and your supervisor to stop, take stock, and plan for the future. If you will take this perspective, we believe that you will find the process instructive, thought-provoking, and motivational. We look forward to your continued development.

Employee: _____ Date: _____

Company: _____ Position Title: _____

Review Period: _____ Office: _____

Department: _____ From/To: _____

A. Job descriptions and responsibilities: _____

B. Specify ways that you feel you met or exceeded job requirements and any reasons why.

1. _____

2. _____

3. _____

C. Specify the ways that you feel you did not meet job requirements and any reasons why.

1. _____

2. _____



3. _____

D. In what specific areas would you like to improve your job performance?

1. _____

2. _____

3. _____

E. List the steps you would like to take to improve your preparation for future opportunities.

1. _____

2. _____

3. _____

F. What job-related goals would you like to accomplish in the next 6 (12) months?

1. _____

2. _____

3. _____

G. List additional items you would like to discuss.

1. _____

2. _____

3. _____

Employee's Signature: _____ Date: _____

Reviewer's Signature: _____ Date: _____

Reviewer's Manager's Signature: _____ Date: _____