SELF-APPRAISAL FORM

Completion of this Self-Appraisal form gives you an opportunity to provide input into your Performance Appraisal. The form assists you in focusing on specific aspects of your job performance. Please complete this form and return it to your manager with the completed Performance Management Form for the year.

Employee Name: ________________________________

Position Title: ________________________________

Manager’s Name: ________________________________

Review Period: _______ to _______

1. From your perspective, what major accomplishments did you achieve this year? These could be aligned with your goals or separate from your goals.

2. What part of your job provides you with the most fulfillment?

3. What do you find most challenging in your job? What were some of your biggest obstacles?

4. What additional support would be most helpful for you to receive from your manager?

5. What actions do you want to take to continue to improve your performance?
6. What competencies would you like to develop over the next fiscal year and what actions do you plan to take to ensure the development occurs? In what ways would this development help you to work toward achieving your career development goals?

________________________________________________________________________

7. From which 3-5 people do you recommend your manager ask for feedback?

________________________________________________________________________

________________________________________________________________________

Employee Signature                                           Date