

Employee Self Appraisal Form

These questions have been designed for our employees to help them prepare for their appraisals.

Please consider the following points so that you can make your appraisal as constructive and beneficial as possible:

- Which particular parts of your job interest you most?
- What particular parts of your job least interest you?
- How do you feel you have carried out the main tasks for which you are responsible?
- Which tasks do you think you could have performed more effectively, and how?
- What do you consider to have been your major achievements since your last appraisal / since you commenced with the Company if you are a new employee?
- What would you say are your strengths?
- What would you say are your weaknesses?
- What would you define as your goals for the next 6 months?
- Do you need any extra help, guidance or training to perform your current job more effectively?
- What areas, if any, are unclear in your current job remit?
- Are there any other points that you wish to discuss during your appraisal?

Note

The above is an aide for your own purposes. You are not required to submit this part of the form to your appraiser.

Please complete and submit the below form to your appraiser.

Self Appraisal Form

Name.....

Date.....

My understanding of my job role:

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The tools I brought to the role:

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How did I put these into practice:

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My overall strengths:

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How these have benefited the business:

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An example scenario:

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Areas that I lack confidence or require improvement:

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How these may have impacted business:

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An example scenario:

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What I have learnt from this:

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How I can develop my strength in these area's:

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What I would like to achieve within the next 3 months:

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How I grade myself in the following area's:

A =excellent
B = very good
C = Fair
D =Needs Improvement
E = Poor

Punctuality ☐

Creativity ☐

Dependability ☐

Communication ☐

Integrity ☐

Responsibility ☐

Use of initiative ☐

Leadership ☐

Teamwork ☐

Attitude ☐

Telephone manner ☐

Flexibility ☐

Pro activity ☐

Problem solving ☐