

Auburn University

Performance Management Employee Self Appraisal Form



This form can be used to gather input from the employee prior to review of the annual performance appraisal and to assist in the performance appraisal review. Use of the form is optional.

Name: _____ Job Title: _____
Department: _____ Supervisor Name: _____
Rating Period: _____

Please assess your job performance for the past year:

What do you consider to be your most important accomplishments in the past twelve months?

What challenges made it difficult to meet the performance outcomes?

Assess how you demonstrated the universal performance dimensions?

What additional skills, abilities and behaviors are needed for performance improvement in the coming year?

Explain how you met the goals of your development plan for the past year.

Please list any special accomplishments, awards, activities, or recognitions:

Additional Comments

I would like a copy of this form attached to the Performance Appraisal Form and placed in my personnel record in Human Resources: **Yes** _____ **No** _____

Signature: _____ **Date:** _____

Return this completed form to your Supervisor prior to your formal performance appraisal review.