**Sample Appraisal Form Filled by Employee**

### **Employee Information**

* **Employee Name:**
* **Position/Title:**
* **Department:**
* **Employee ID:**
* **Review Period:**
* **Date of Submission:**

### **Self-Assessment**

#### **1**. **Achievement of Objectives**

* List the objectives set at the beginning of the review period:
* Describe the status of each objective (Achieved/Partially Achieved/Not Achieved) and provide examples or evidence of your performance:

#### **2. Job Performance**

* Evaluate your overall job performance during the review period. Consider the quality of work, consistency, and contribution to team goals. Provide specific examples:

#### **3. Skills and Competencies**

* Assess your key skills and competencies relevant to your role. Highlight areas where you have improved and areas you plan to develop:

### **Strengths**

* Identify your major strengths that have positively impacted your performance. Provide examples of how these strengths were demonstrated:

### **Areas for Improvement**

* Acknowledge any areas for improvement and suggest actions you plan to take to address these areas:

### **Career Development**

#### 1. Professional Growth

* Discuss any professional development activities or training you have undertaken and how they have contributed to your job performance:

#### 2. Future Goals

* Outline your career objectives for the next review period, including any specific goals you aim to achieve and skills you plan to develop:

### **Additional Comments or Feedback**

* Provide any additional comments or feedback about your job role, work environment, support needed for achieving future goals, or suggestions for improvement within the department or organization:

### **Employee Declaration**

I hereby confirm that the information provided in this appraisal form is accurate and reflects my performance and perspectives accurately. I understand that this self-assessment will be used as part of the comprehensive performance review process.

* **Signature of Employee:**
* **Date:**