

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:**