Sample Self Appraisal Form PDF

**Personal Information**

* Full Name:
* Role:
* Evaluation Date:

**Performance Metrics**

* **Efficiency:**  
  □ Exceeds Expectations  
  □ Meets Expectations  
  □ Below Expectations  
  Remarks:
* **Adaptability:**  
  □ Exceeds Expectations  
  □ Meets Expectations  
  □ Below Expectations  
  Remarks:
* **Communication Skills:**  
  □ Exceeds Expectations  
  □ Meets Expectations  
  □ Below Expectations  
  Remarks:

**Self-Reflection**

* Proudest accomplishments this period:
* Areas for self-improvement:
* Professional development plan:

**Employee Insights**

* Feedback on the appraisal process:
* Any other comments: