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: