

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: