**Self Appraisal Form PDF**

**Employee Information**

* **Name:**
* **Position:**
* **Department:**
* **Date of Appraisal:**

**Performance Evaluation**

* **Quality of Work:**
	+ **Consistently exceeds expectations**
	+ **Meets expectations**
	+ **Needs improvement**
	+ **Comments:**
* **Productivity**
	+ **Consistently exceeds expectations**
	+ **Meets expectations**
	+ **Needs improvement**
	+ **Comments:**
* **Knowledge of Work**
	+ **Consistently exceeds expectations**
	+ **Meets expectations**
	+ **Needs improvement**
	+ **Comments:**

**Goals and Achievements**

* **List your key achievements this period:**
* **Goals for the next appraisal period:**

**Professional Development**

* **Training attended/required:**
* **Skills to develop/improve:**

**Employee Comments**

* **Additional comments:**