
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: