**Self Appraisal Form**

### Personal Information

| **Field** | **Details** |
| --- | --- |
| **Employee Name:** | [Your Name] |
| **Department:** | [Your Department] |
| **Position:** | [Your Position] |
| **Review Period:** | [Start Date] to [End Date] |
| **Manager/Supervisor:** | [Your Supervisor's Name] |

### Performance Overview

#### Achievements

| **Achievement** | **Description** | **Impact on Team/Organization** |
| --- | --- | --- |
| 1. | [Detail the achievement] | [Describe the impact] |
| 2. | [Detail the achievement] | [Describe the impact] |
| 3. | [Detail the achievement] | [Describe the impact] |

***Add more rows as needed.***

#### Challenges Faced

| **Challenge** | **Strategy to Overcome** | **Outcome/Resolution** |
| --- | --- | --- |
| **1.** | **[Detail the strategy used]** | **[Describe the outcome]** |
| **2.** | **[Detail the strategy used]** | **[Describe the outcome]** |
| **3.** | **[Detail the strategy used]** | **[Describe the outcome]** |

***Add more rows as needed.***

#### Skills Development

| **Skill** | **Activities/Training Undertaken** | **Impact on Performance** |
| --- | --- | --- |
| **1.** | **[Detail the activity or training]** | **[Describe the impact]** |
| **2.** | **[Detail the activity or training]** | **[Describe the impact]** |
| **3.** | **[Detail the activity or training]** | **[Describe the impact]** |

***Add more rows as needed.***

### Self-Assessment

* Strengths: [Briefly describe your key strengths as you see them.]
* Areas for Improvement: [Briefly describe areas where you see opportunities for improvement.]

### Future Goals

| **Goal** | **Plan for Achievement** | **Timeframe** |
| --- | --- | --- |
| **1.** | **[Detail your plan]** | **[Specify the timeframe]** |
| **2.** | **[Detail your plan]** | **[Specify the timeframe]** |
| **3.** | **[Detail your plan]** | **[Specify the timeframe]** |

***Add more rows as needed.***

### Additional Comments

[Provide any additional comments or insights about your performance, upcoming projects, or professional development needs.]

### Employee Declaration

I affirm that the information provided in this self-appraisal form is accurate and reflects my contributions and performance during the review period to the best of my knowledge.

* **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Manager/Supervisor Use

* **Comments on Self-Appraisal:**

[Provide feedback on the self-appraisal, noting any areas of agreement or difference in perception, and offer guidance for future development.]

* **Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**