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Self Assessment for Appraisal Form

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**Introduction**

* Employee Name:
* Position Title:
* Department:
* Appraisal Date:

**Self-Evaluation Criteria**

* **Work Quality:**  
  ✓ Exceeds  
  ✓ Meets  
  ✓ Does Not Meet  
  Explain:
* **Problem-Solving Skills:**  
  ✓ Exceeds  
  ✓ Meets  
  ✓ Does Not Meet  
  Explain:
* **Reliability:**  
  ✓ Exceeds  
  ✓ Meets  
  ✓ Does Not Meet  
  Explain:

**Personal Achievements and Goals**

* Significant achievements since last evaluation:
* Short-term goals:
* Long-term goals:

**Employee Feedback Section**

* Feedback for improvement:
* Suggestions for the next appraisal cycle: