

Sample Appraisal Form Filled By Employee

Employee Details:

- **Employee Name:** John Doe
- **Department:** Marketing
- **Position:** Senior Marketing Specialist
- **Evaluation Period:** January 2023 - December 2023

Self-Evaluation:

- **Achievements:**
 - Successfully launched three major campaigns, resulting in a 30% increase in engagement.
 - Led a team that improved SEO results, increasing organic traffic by 20%.
- **Areas for Improvement:**
 - Time management during high-stress periods.
 - Advanced data analysis skills.
- **Goals for Next Period:**
 - Obtain certification in Advanced Google Analytics.
 - Develop a mentorship program for the marketing department.
- **Employee Comments:** I am grateful for the opportunities provided and look forward to contributing more significantly to our team's goals.

Employee Signature:

- **Signature:** _____

- Date: _____