**Sample Appraisal Form Filled By Employee**

**Employee Information:**

* **Employee Name: John Doe**
* **Job Title: Marketing Specialist**
* **Department: Marketing**
* **Review Period: January 2023 - December 2023**

**Performance Evaluation:**

* **Achievements: Successfully led the Q3 campaign that increased leads by 30%.**
* **Goals Met: Exceeded the sales target by 15% for the year.**
* **Strengths: Creative thinking, effective communication.**
* **Areas of Improvement: Time management, advanced data analysis skills.**

**Goals for Next Year:**

* **Professional Development: Attend two industry conferences; complete a course in data analytics.**
* **Performance Targets: Increase lead generation by 20%, improve customer engagement metrics.**

**Overall Rating:**

* **Rating Scale: 4 out of 5**
* **Supervisor Comments: John has shown impressive initiative in his projects and has exceeded most of his performance targets. Improvement in time management could further enhance his efficiency.**

**Employee Feedback:**

* **Comments on Appraisal: The feedback is appreciated and the targets set for the next year are clear. I am committed to working on the suggested areas of improvement.**
* **Goals for Next Year: I aim to lead more campaigns and take on greater responsibilities.**

**Signatures:**

* **Employee Signature: John Doe**
* **Supervisor Signature: Jane Smith**