
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