Sample Appraisal Form Filled by Employee

**Employee Information**

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

**Performance Evaluation**

* **Quality of Work: Met Expectations**
	+ **Comments: Consistently delivers quality work in line with departmental standards.**
* **Efficiency: Exceeded Expectations**
	+ **Comments: Improved project turnaround time by 30%.**
* **Team Collaboration: Met Expectations**
	+ **Comments: Actively participates in team meetings and supports team initiatives.**
* **Innovation: Exceeded Expectations**
	+ **Comments: Introduced two new campaign strategies that increased engagement by 20%.**

**Employee Self-Assessment**

* **Accomplishments: Successfully led the rebranding initiative that increased market share by 5%.**
* **Areas for Improvement: Improve time management to ensure deadlines are met earlier.**
* **Goals for Next Review Period: Enhance leadership skills; attend two leadership training workshops.**

**Employee Feedback**

* **Comments: I appreciate the opportunities provided for professional growth and look forward to contributing more significantly to the team’s success.**
* **Employee Signature: John Doe**
* **Date: [Date of Signing]**