

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]**