**Self Appraisal Form for Employee**

**Personal and Job Information:**

* **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Self-Evaluation:**

* **Describe your key accomplishments during the review period:**
* **Identify areas for personal development:**
* **Outline your goals for the next review period:**

**Feedback to Management:**

* **What support do you need from management to achieve your goals?**

**Employee Declaration:**

* **I certify that the information provided is accurate and reflects my contributions and areas for development.**
* **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tables and Checkboxes**

| **Skill** | **Current Proficiency** | **Goal** | **Action Plan** |
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