**Employee Self-Appraisal**

**1. Employee Information**

* **Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Appraisal Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Performance Highlights**

| **Task/Project** | **Outcome** | **Skills Applied** | **Rating** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**3. Challenges Faced**

* **Describe any challenges encountered:**

**4. Future Goals**

* **State your goals for the next appraisal period:**

**5. Feedback Section**

* **Suggestions for improving team or organizational performance:**

**6. Signature**

* **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**