

# 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:

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## 4. Future Goals

- State your goals for the next appraisal period:

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## 5. Feedback Section

- Suggestions for improving team or organizational performance:

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## 6. Signature

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