

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:** _____