**Manager Self-Appraisal**

**1. Personal Details**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Appraisal Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Key Achievements**

* **List your significant accomplishments during the appraisal period:**

**3. Leadership Evaluation**

* **How would you rate your leadership effectiveness?  
  ☐ Excellent  
  ☐ Good  
  ☐ Average  
  ☐ Needs Improvement**
* **Provide examples:**

**4. Team Development**

* **Describe your contributions to team development and training:**

**5. Improvement Goals**

* **Areas you aim to improve in:**

**6. Acknowledgment  
I affirm the information provided is accurate to the best of my knowledge.**

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