**Employee Appraisal**

**Self Evaluation Form**

**Employee Details
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Appraisal Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Self-Assessment**

1. **List three major accomplishments during the appraisal period.**
2. **How would you describe your contributions to team success?**
3. **What feedback have you received, and how have you implemented it?**
4. **Identify areas where additional support or training is needed.**
5. **Outline goals for the next review period.**

**Performance Metrics Table**

| **Appraisal Criteria** | **Rating (1-5)** | **Supporting Examples** | **Suggested Improvements** |
| --- | --- | --- | --- |
| **Adherence to Deadlines** |  |  |  |
| **Leadership Abilities** |  |  |  |
| **Innovation and Creativity** |  |  |  |

**Additional Comments from Employee:**

**Supervisor’s Comments:**

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