**Employee Performance Self Appraisal Form**

### **Employee Information**

* **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Manager’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Self-Evaluation**

**Rate your performance in the following areas by marking the appropriate box and providing comments.**

| **Performance Criteria** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** | **Comments** |
| --- | --- | --- | --- | --- |
| **Quality of Work (Completeness, accuracy, and efficiency in tasks)** | **☐** | **☐** | **☐** |  |
| **Productivity (Effectively meeting deadlines and achieving goals)** | **☐** | **☐** | **☐** |  |
| **Communication Skills (Effectiveness in verbal and written communication)** | **☐** | **☐** | **☐** |  |
| **Teamwork & Collaboration (Ability to work well with colleagues and contribute to team goals)** | **☐** | **☐** | **☐** |  |
| **Problem-Solving Skills (Analytical ability and innovative thinking)** | **☐** | **☐** | **☐** |  |
| **Time Management (Punctuality, task prioritization, and meeting deadlines)** | **☐** | **☐** | **☐** |  |
| **Leadership & Initiative (Proactiveness and ability to lead projects)** | **☐** | **☐** | **☐** |  |

### **Employee Comments**

* **Strengths: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Areas for Improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Goals for Next Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Approval Section**

* **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**