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**Self Appraisal Form For Employees**

**Employee Information**  
Name: [Employee Name]  
Position: [Employee Position]  
Department: [Department Name]  
Evaluation Period: [Start Date] to [End Date]  
Date of Submission: [Date]

**Professional Achievements**  
List your key accomplishments during the evaluation period that you feel contribute to the team and organization's success.

* Achievement 1: [Description]
* Achievement 2: [Description]
* Achievement 3: [Description]

**Strengths and Skills**Identify your core strengths and skills that have been beneficial in your role and to the organization.

* Strength/Skill 1: [Description]
* Strength/Skill 2: [Description]
* Strength/Skill 3: [Description]

**Areas for Improvement**Discuss any areas you feel you could improve on or wish to develop further.

* Area for Improvement 1: [Description]
* Area for Improvement 2: [Description]
* Area for Improvement 3: [Description]

**Professional Development Activities**  
Outline any professional development activities or training you have undertaken or wish to undertake to improve your skills and job performance.

* Activity/Training 1: [Description]
* Activity/Training 2: [Description]
* Activity/Training 3: [Description]

**Goals for Next Evaluation Period**  
Set specific, measurable goals you aim to achieve by the next evaluation period.

* Goal 1: [Description]
* Goal 2: [Description]
* Goal 3: [Description]

**Feedback for Management**Provide any feedback or suggestions you have for management that could help improve your work environment, processes, or professional growth.

* Feedback/Suggestion 1: [Description]
* Feedback/Suggestion 2: [Description]
* Feedback/Suggestion 3: [Description]

**Additional Comments**Include any other comments or information you believe is relevant to your self-appraisal.

[Your Additional Comments]

**Employee's Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_