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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]

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## 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]

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## 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]

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## 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]

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## 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]

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## 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]

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## 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]

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**Additional Comments**

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

[Your Additional Comments]

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