Employee Self Appraisal

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What do I consider the important abilities which my job requires?

2. What are some aspects of my job responsibilities that I like the best? That I like the least?

3. In what way can my supervisor help me do my job better?

4. In what aspects of my job do I feel I need more experience and training?

5. What are my major contributions/accomplishments from the past year?

6. What have I done for my personal and/or professional development?

7. The following changes made in my job would improve my effectiveness.

8. Are all of my capabilities being utilized in my present position? If not, how can they be better utilized?

9. What are specific things I need to do in the next year for my own development?

10. In what ways does my present position better prepare me for assuming more responsibility?

11. What are my long range plans? What type of work do I see myself doing five years from now? How am I preparing myself for this work?

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

Including name, department, date and signature is important for documents that will become part of the employee file.