

Employee Self-Appraisal

Performance Review Period: _____

Employee Name _____ Date _____

Job Title _____

Supervisor's Name _____

Employee Instructions:

Please complete and return this self appraisal to your supervisor by _____.

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments.

1. List your most significant accomplishments or contributions over the past year. How do these accomplishments line up with your goals and objectives?
2. Describe how well you feel you've done in meeting the key objectives of your position?
3. Describe your development over the past year? Are there aspects of your performance that you feel have improved or any specific areas that may need further attention? – Please describe.
4. Describe how your individual performance has impacted the overall performance of your unit/department? How do you add value to the department?
5. What are your ideas for improving the performance of your unit/department over the next year?

6. State two work-related goals for the coming year and indicate how you plan to accomplish them.

Evaluate yourself on the following factors.

Rating Scale: 5 – Exemplary Performance 4 – Exceeds Expectations on a sustained basis
3 – Achieves Expectations 2 – Needs Improvement 1 - Unsatisfactory

Category	Self-Rating
a. Practical Skills for your position (job specific) How proficient are your skills?	_____
b. Job Knowledge (How knowledgeable are you? Are you aware of best practices?)	_____
c. Quality of Work (comprehensive, accurate, attention to detail, follow through)	_____
d. Project Management Skills, if applicable.	_____
e. Computer Skills (i.e. MS Word & Excel, etc., the web)	_____
f. Time Management & Organizational Skills – (Do you use your time well?)	_____
g. Interpersonal Skills/Teamwork (positive attitude; ability to get along well with co-workers/clients/vendors)	_____
h. Communication Skills – Verbal/Written (proposals/reports, letters, memos, etc.)	_____
i. Innovation or Creativity – How creative are you in your work? New ideas?	_____
j. Attendance – punctuality; attendance; reliability	_____
k. Responsiveness – timeliness in getting work done; follow through; meets deadlines	_____
L. Professionalism – conduct is respectful of others; handles matters appropriately	_____
m. Relationship with manager/supervisor – My relationship with my manager/supervisor	_____

Overall – Using the scale above, how would you rate your overall performance? _____

Thank you for taking the time to complete the Employee Self-Appraisal.

**Return the completed form to your supervisor.
Keep a copy of this form for yourself.**

If you are currently in a supervisor or manager position, please complete the following page.

Supervisor and Manager Category:

Evaluate yourself on the following key activities of a supervisor or manager.

- a. My overall relationship with my staff _____
- b. My communication skills (written and verbal) are _____
- c. My planning and organizing skills are _____
- d. My ability to motivate my staff are _____
- e. My ability to effectively differentiate between key performers _____
- f. My staff clearly understands what is expected of them _____
- g. My staff clearly understands the key goals and objectives of their position _____
- h. I provide my staff with ongoing and timely performance feedback _____
- i. I have the managerial courage to address employee issues in an effective and timely manner _____
- j. I am viewed by my staff as being consistent and fair in carrying out my supervisory/managerial responsibilities _____
- k. Managing/supervising others is rewarding and enjoyable _____
- l. Overall, I would rate my effectiveness as a manager/supervisor as _____