



EMPLOYEE SELF APPRAISAL

EMPLOYEE INFORMATION

Employee Name

Employee ID

Job Title

Department

Supervisor Name

Date

SELF APPRAISAL

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.

SECTION I - SHORT ANSWER

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 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.

SECTION II - RATING SCALE

Rating Scale: 1 - Unsatisfactory, 2 - Need Improvement, 3 - Achieves Expectations, 4 - Exceeds Expectations, 5 - Exemplary Performance

1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Practical Skills (job specific) - How proficient are your skills?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job Knowledge - Are you aware of best practices?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality of Work (comprehensive, accurate, attention to detail, follow through)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Management Skills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer Skills (i.e. Microsoft Word, Excel, Outlook)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time Management & Organizational Skills - Do you use your time well?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interpersonal Skills/Teamwork - Are you able to get along well with coworkers/clients/vendors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication Skills (verbal and written)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Innovation/Creativity - How creative are you in your work? New ideas?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance (punctuality, attendance, reliability)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Responsiveness (timeliness in getting work done, follow through)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Professionalism (conduct is respectful of others, handles matters appropriately)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relationship with Manager/Supervisor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall - 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 and keep a copy for yourself. If you are currently in a manager or supervisor position, please complete the following page.

SECTION III - RATING SCALE (*Managers or Supervisors ONLY*)

Evaluate yourself on the following key activities of a manager or supervisor. **Rating Scale:** 1 - Unsatisfactory, 2 - Need Improvement, 3 - Achieves Expectations, 4 - Exceeds Expectations, 5 - Exemplary Performance

1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My overall relationship with my staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My communication skills (written and verbal) are
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My planning and organizing skills are
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My ability to motivate my staff are
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My ability to effectively differentiate between key performers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My staff clearly understands what is expected of them
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My staff clearly understands the key goals and objectives of their position
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I provide my staff with ongoing and timely performance feedback
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I have the managerial courage to address employee issues in an effective and timely manner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I am viewed by my staff as being consistent and fair in carrying out my supervisory/managerial responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Managing/supervising others is rewarding and enjoyable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall, I would rate my effectiveness as a manager/supervisor as