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

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