

Employee Self-Appraisal Template

Employee Name

Department

Position/Title

Review Period

1. Key Responsibilities and Achievements

Briefly describe your key responsibilities and notable achievements during this review period.

2. Goals

List goals you set for this period and comment on your progress or accomplishments.

List any new goals you propose for the next period.

3. Strengths

Describe your key strengths and skills demonstrated recently.

4. Areas for Development

Identify areas where you seek improvement or further development.

5. Support Needed

What support, resources, or training do you need to meet your objectives?

6. Additional Comments

Any other comments, feedback, or suggestions.

Date

Signature
