

# Employee Self-Appraisal Template

Employee Name

Department

Position/Title

Review Period

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## 1. Key Responsibilities and Achievements

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

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## 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.

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## 3. Strengths

Describe your key strengths and skills demonstrated recently.

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## 4. Areas for Development

Identify areas where you seek improvement or further development.

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## 5. Support Needed

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

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## 6. Additional Comments

Any other comments, feedback, or suggestions.

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Date

Signature