

EMPLOYEE SELF-APPRAISAL

Employee Name	Employee No.	Date
Department	Job Title	
Return To	Due Date	

Your next employee appraisal interview is scheduled for _____. This self-appraisal will help you to prepare for the appraisal meeting and will help your superior better understand your individual situation at work. Factors occurring since your last performance review are most important.

KEY TO RATINGS

E: EXCELLENT - Perform all tasks in an exceptional manner.
G: GOOD - Perform many tasks well, and all other tasks satisfactorily.
S: SATISFACTORY - Perform all tasks satisfactorily.
F: FAIR - Perform most tasks satisfactorily, but not all.
U: UNSATISFACTORY - Fail to perform many tasks well.

1. RESPONSIBILITIES

_____ responsibilities.

2. ACCOMPLISHMENTS

_____ your last evaluation.

3. JOB KNOWLEDGE

_____ of the responsibilities and tasks I must perform.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:						

4. JOB PERFORMANCE

(QUALITATIVE) The neatness, thoroughness, accuracy and overall quality of my work.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:						

5. JOB PRODUCTIVITY

(QUANTITATIVE) I demonstrate a commitment toward achieving results. Tasks are completed efficiently and effectively.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:						

