

Self Appraisal Form

Confidential

Once all sections have been completed, **provide a copy to your appraiser**. Your appraiser will be your team Lead.

Employee Name:	
Position:	
Department:	
Company:	
Date Completed:	
Appraiser:	
Date Sent to Appraiser:	

Section 1:

Complete the Follow Sections:

1. Review of your previous year's work objectives (2a)
2. Review of your previous year's career objectives (2b)
3. Self Appraisal (3a)
4. Self Appraisal Continued (3b)
5. Setting of your work objectives for next year (4a)
6. Setting of your career objectives (4b)
7. Feedback for leadership (5)

Section 2a:

Your Review of the Previous Year's Work Objectives:

Based on your previous year's work objectives, make an informed and impartial evaluation of each objectives progress. Work objectives focus on immediate tasks and accomplishments within a specific role.

Work Objective 1:	Appraiser Evaluation:
What was your previous work objective?	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
Employee Comments:	
Work Objective 2:	Appraiser Evaluation:
What was your previous work objective?	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
Employee Comments:	
Work Objective 3:	Appraiser Evaluation:
What was your previous work objective?	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
Employee Comments:	
Work Objective 4:	Appraiser Evaluation:
What was your previous work objective?	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
Employee Comments:	

Section 2b:

Your Review of the Previous Year's Career Objectives:

Based on the previous year's career objectives from the employee, the appraiser should make an informed and impartial evaluation of each objectives progress. Career objectives outline long-term professional aspirations and goals that can span multiple-years.

Career Objective 1:	Appraiser Evaluation:
What was your previous career objective? Employee Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
Career Objective 2:	Appraiser Evaluation:
What was your previous career objective? Employee Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
Career Objective 3:	Appraiser Evaluation:
What was your previous career objective? Employee Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
Career Objective 4:	Appraiser Evaluation:
What was your previous career objective? Employee Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed

Section 3a:

Self Appraisal:

For each of the parameters below, the employee will make an informed and impartial evaluation of each section. This will be provided to your appraiser to further discussion.

Refer to Appraiser Rubric for a breakdown of each section.

Job Knowledge & Competencies:	Appraiser Evaluation:
The employee demonstrates a clear understanding of their duties while executing tasks in a manner that reflects company standards and best practices.	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
Strategic Planning & Execution:	Appraiser Evaluation:
The employee demonstrates an ability to organize their tasking through effective planning, time management, and a keen attention to detail.	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
Communication & Teamwork:	Appraiser Evaluation:
The employee demonstrates an ability to effectively communicate with company stakeholders while working collaboratively with interdepartmental staff.	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
Overall Evaluation for Section 3a: Comments (If applicable):	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed

I am proud of the following achievements during this year...
Looking back, I have identified the following areas which could have been improved...
Where I would like to see myself...
0 – 2 years from now
3 – 5 years from now
I would like the following training and skills to improve my personal development...
I need the following support from leadership to improve my performance in my current assignment...
I would like to discuss the following concerns / issues...

Section 4a:

Setting of Your Work Objectives for Next Year:

Establish a maximum of four work objectives for the rolling 12 month period. Work objectives focus on immediate tasks and accomplishments within a specific role.

Do not list more than one objective per section.

Work Objective Example:
Improve my knowledge of sentry to assist with crash bug investigations.
Work Objective 1:
Work Objective 2:
Work Objective 3:
Work Objective 4:

Section 4b:

Setting of Your Career Objectives for Next Year:

Establish a maximum of four career objectives for the rolling 12 month period. Career objectives outline long-term professional aspirations and goals that can span multiple-years.

Do not list more than one objective per section.

Career Objective Example:
To become a senior, lead, or manager.
Career Objective 1:
Career Objective 2:
Career Objective 3:
Career Objective 4:

Section 5:

Feedback for Leadership:

Provide up to five pieces of feedback for leadership. Filling in all five sections is optional.

Feedback 1:
Feedback 2:
Feedback 3:
Feedback 4: