

# Self-Participation Performance Appraisal

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Evaluation Date \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_ Annual      \_\_\_\_ Month

Job Title \_\_\_\_\_ Job Grade \_\_\_\_\_

Supervisor \_\_\_\_\_ Department \_\_\_\_\_

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## Self Evaluation

List your core job responsibilities.

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List your most significant accomplishments or contributions since your last review.

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List your pending goals since your last review. What is your plan to accomplish these goals?

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What do you think are areas of your performance that need improvement?

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What is your plan to improve these areas? How can management support your training and development efforts?

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State two career goals for the next review period and indicate how you plan to accomplish them.

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2. 

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Employee Comments

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**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Supervisor/Manager Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_