

Self Assessment Performance Appraisal Form Sample

A **self assessment performance appraisal form sample** provides a structured template for employees to evaluate their own work performance, strengths, and areas for improvement. It helps foster self-reflection and constructive feedback during performance reviews. Using this form ensures a clear and organized approach to personal development discussions.

Employee Name:

Job Title:

Department:

Review Period:

e.g., Jan 2023 - Dec 2023

Date:

1. Key Responsibilities & Accomplishments

Describe your major job responsibilities and most significant achievements during this review period:

2. Strengths

What do you consider to be your key strengths and skills that contributed most to your performance?

3. Areas for Improvement

What areas do you feel need improvement, and how do you plan to address them?

4. Goals Achievement

Goal	Achieved? (Yes/No)	Comments
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

5. Training & Development

What additional training or development would help you enhance your job performance?

6. Additional Feedback

Please provide any other comments, suggestions, or feedback:

Submit Self-Assessment