

# 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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:

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