

Performance Appraisal Report: Self-Assessment

Self-assessment in **performance appraisal** report format enables employees to reflect on their achievements and areas for improvement, fostering personal accountability. This structured approach encourages honest evaluation and supports meaningful dialogue between employees and managers. Incorporating self-assessment helps create a balanced evaluation, enhancing overall performance management.

Employee Information

Name	_____
Position/Title	_____
Department	_____
Appraisal Period	_____

1. Major Achievements

Describe your key accomplishments and contributions during this appraisal period:

- _____
- _____
- _____

2. Strengths

Identify your core strengths and skills demonstrated on the job:

- _____
- _____
- _____

3. Areas for Development

Highlight areas where you believe improvement is needed and your plan for addressing them:

- _____
- _____
- _____

4. Goals for Next Period

Set clear objectives and professional development goals for the upcoming period:

- _____
- _____
- _____

5. Support Needed

Describe resources, tools, or support you require from management to achieve your goals:

- _____
- _____
- _____

Employee Comments

Employee Signature	Date
_____	_____