

Employee Self-Appraisal Form

Name: _____ Date: _____

Interviewer: _____ Review period from: _____ to _____

Please bring any written reports, schedules that would be helpful in this interview, or that have been requested.

1. Your job description is attached. Do you agree with this description?
2. What have you done particularly well since your last review?
3. What have you found most difficult or frustrating? Why?
4. What are you specifically planning as development experience on or off the job in the next twelve months?
 - a. (on-the-job experiences or training programs)
5. What help (if any) do you need in obtaining development experiences on or off the job?
6. Additional comments/observations:

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7. What is the most exciting thing about your present job? Why?
8. What is the least exciting thing about your present job? Why?
9. What kinds of supervision, work factors or other forces help or hinder your productivity on the job?
10. Additional items you would like to discuss.

Employee Signature_____

Date: _____

Interviewer's Signature_____

Date: _____

Please feel free to discuss any issue or ask any questions you may have.