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| Employee Self Appraisal |
| Name: | Department: | Date: |
| Please answer the following questions with as much detail as possible. Use another sheet of paper if needed |
| 1. What do you consider the most important abilities/skills that your job requires?
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| 1. What are some aspects of your job responsibilities that you like the *best*?
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| 1. What are some aspects of your job responsibilities that you like the *least*?
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| 1. In what ways can your supervisor help you to do your job better?

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| 1. In what aspects of your job do you feel you need more experience and training?
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| 1. What were your major contributions/accomplishments from the past year?

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| 1. What have you done for your personal and/or professional development?

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| 1. Are there any changes that if made to your job, would improve your effectiveness?

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| 1. Are all of your skills and talents being utilized in your present positon? If not, how do you think we could better utilize you?

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| 1. What are some specific things you need to do in the next year for your own development?

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| 1. In what ways does your present position better prepare you for assuming more responsibility?

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| 1. What are you long range plans – what type of work do you see yourself doing five years from now?

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| 1. How are you preparing yourself for this work?

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| Additional Comments: |
| Signature: | Date: |