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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? | | | |
| 1. What are some aspects of your job responsibilities that you like the *best*? | | | |
| 1. What are some aspects of your job responsibilities that you like the *least*? | | | |
| 1. In what ways can your supervisor help you to do your job better? | | | |
| 1. In what aspects of your job do you feel you need more experience and training? | | | |
| 1. What were your major contributions/accomplishments from the past year? | | | |
| 1. What have you done for your personal and/or professional development? | | | |
| 1. Are there any changes that if made to your job, would improve your effectiveness? | | | |
| 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? | | | |
| 1. What are some specific things you need to do in the next year for your own development? | | | |
| 1. In what ways does your present position better prepare you for assuming more responsibility? | | | |
| 1. What are you long range plans – what type of work do you see yourself doing five years from now? | | | |
| 1. How are you preparing yourself for this work? | | | |
| Additional Comments: | | | |
| Signature: | | Date: | |