

# SELF APPRAISAL

<b>Today's Date:</b>	
<b>Employee (please print):</b>	
<b>Direct Supervisor:</b>	
<b>Manager:</b>	
<b>Branch Name &amp; #:</b>	
<b>Hire Date:</b>	
<b>Scheduled Appraisal Date:</b>	

The purpose of this self-appraisal is to help you and your supervisor get together, open the lines of communication, and to conduct an effective review of your performance and discuss your goals during the review period. Please put some thought into the questions and provide as much detail as possible. Attach additional sheets if necessary. Place your name/initials on each page and don't forget to sign the last page. Thank you!

*Supervisor/Manager: Please return the original Self-Appraisal to Director of HR at the Corporate Office for review and placement in the employee's personnel file along with original, signed Performance Appraisal.*

**I. Since your last review, please list what you consider to have been your major accomplishments during this review period and how they were achieved.**

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**II. Please list personal goals and objectives that you were not satisfied with in terms of outcome (i.e., objectives or expectations not met). Identify causes (whether personal or company) and recommended development.**

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Employee Initials: \_\_\_\_\_

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III. Please list any objectives or goals you would consider important for your job during the next review period.

IV. General comments, developmental interests, career ambitions, and other factors to consider in the review.

V. Do you feel you have all of the necessary tools to enable you to do complete your job efficiently and effectively?

VI Are there any particular topics or concerns you would like to discuss with your supervisor during your performance appraisal?

	Name (printed)	Signature	Date
Employee:			

Employee Initials: \_\_\_\_\_