



# Performance Appraisal Self Assessment Template

## Instructions

1. Click File > Download As > Choose Preferred Document > Print
2. Answer all the questions and complete the assessment below

**Refer to your current job description. How have you succeeded in the responsibilities listed in your role? Have you done more than is currently asked of you? If so, describe how.**

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**What projects have you completed or what other improvements have you made since your last review?**

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**List your three biggest successes or accomplishments since your last review.**


**List three areas you think you can improve on during the next calendar year.**


**Have you improved on anything that was specifically mentioned in your last performance appraisal? If so, list them below and be as specific as possible.**




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What would your coworkers say are your greatest strengths as a team member? (And yes, you can ask them!)

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What are three areas of your professional development you'd like to focus on during the next year and how will they help the company?


What are three career goals you'd like to work toward during the next year? What are your plans to achieve them?

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What are three questions you'd like answered during your performance appraisal?


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