

SELF-APPRAISAL FORM (Optional)

Name: _____

Rating Period: FY-____

I have taken this opportunity to provide my supervisor specific input relating to my accomplishments during this rating period. I can also use this form to identify goals I have to enhance my performance in the future and areas where I need additional training or would like further development.

Major Accomplishments: (Identify the most important accomplishments achieved during this rating period that applies directly to your position.)

Other Accomplishments: (Identify other accomplishments achieved during this rating period.)

Goals to Enhance Performance: (Identify any goals you have to enhance aspects of your performance next rating period.)

Areas of Desired Development: (Identify any areas that you would like to receive some on-the-job training, cross-training within your organization, or specific training courses that you feel would be beneficial in your current position.)

Employee Signature

Date