

Self-Appraisal Performance Report

Personal Information

Name	_____
Employee ID	_____
Department	_____
Designation	_____
Appraisal Period	From: _____ To: _____

Key Responsibilities

List your main responsibilities during the appraisal period:

Goals & Objectives

Summarize the goals set at the beginning of the period and your progress towards achieving them:

Goal/Objective	Status (Achieved/Partially/Not Achieved)	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Achievements & Contributions

Mention any significant achievements, contributions, or special initiatives:

Strengths

Describe your key strengths relevant to your work:

Areas for Improvement

Mention any areas where improvement is needed:

Training & Development

List training programs attended or recommend future training needs:

Future Goals

Briefly outline your goals and objectives for the next appraisal period:

Additional Comments

Date:

Employee Signature:

Important Notes

- Be honest, specific, and objective about your achievements and areas of improvement.
- This report forms the basis for your performance review and future development plans.
- Attach supporting documents if necessary to substantiate your claims or achievements.
- Keep a copy for your own records before submitting the report to your supervisor/HR.
- Ensure all sections are completed accurately for a comprehensive appraisal.