Performance Appraisal — Employee Self Appraisal



Looking back over the past year, please rate yourself in these categories (on a scale of 1-5 with 5 being the best).

Statements:

1 2 3 4 5

- 1. Professional Knowledge I have a good understanding of my professional discipline and job responsibilities.
- 2. Quality of Work I am thorough & accurate.
- 3. Quantity of Work I accomplish the correct amount of work for this position.
- 4. Dependability I am dependable, reliable and timely in my work.
- 5. Planning & Organization I establish priorities, and set goals and objectives.
- 6. Initiative/Problem Solving I show initiative and independent action, when appropriate, when problem solving or developing solutions.
- 7. Cooperation I work effectively with associates.
- 8. Attitude I show enthusiasm, interest, and commitment to the company and my position.

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Supervisor/Manager Signature

Date

This document is to be attached to performance review from Supervisor/Manager and filed in employee's personnel file.