**Self-Appraisal Form**

Name:

Job Title:

Date:

Please take some time to respond to the following questions:

1. Note any changes that you think have been significant during the past 12 months. Are there new responsibilities you have taken on?
2. List and describe your major accomplishments and successes during the past year.
3. What major challenges did you encounter this past year? Why they were difficult and what how did you embrace and resolve or mitigate the issues. Be specific.
4. What additional skills, knowledge and/or training would help you perform your present job more effectively and help you develop in your career?
5. What specific goals have you set for the coming year to further enhance your contributions to the department?
6. What personal accomplishment are you most proud of this past year?
7. List your abilities and/or knowledge that are not being utilized that could be used to help others.
8. What area do you feel you need to concentrate on this next year to improve your performance?
9. List other topics you would like to discuss during your performance review discussion.