

Staff Appraisal Self-Assessment Form

Please complete and return to line manager two weeks before the date of the appraisal meeting

Name:

Job Title:

- 1) My duties and tasks are clearly defined, including my supervisory/management responsibilities (YES/NO)
- 2) I have a number of sources from whom I get regular feedback about how I do my job (YES/NO)
- 3) In the past year, particular aspects of my work have been praised (YES/NO)
- 4) I feel appreciated, valued and supported (YES/NO)
- 5) I see opportunities where my skills/experience can be of better use (YES/NO)

- 6) Please list your targets as agreed at target setting or the previous appraisal

- 7) Please describe (in no more than 200 words) which of these targets you have met or surpassed

- 8) Please describe (in no more than 200 words) which targets you have not met and include reasons

- 9) Please describe how you feel you have been successfully supported or have been lacking support in the effort to complete your targets

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- 11) Please write any additional comments below:

Name:

Date:

Signature: