

Annual Self-Appraisal

Employee Name:	
Supervisor Name:	
Date:	

Job Definition Description

1. What is your current position description; if applicable, note any significant changes from last year.

2. Which position responsibilities do you view as most important? Why?

3. Have there been any special circumstances that have helped or hindered you in doing your position this year? If yes, what were the circumstances and how did they affect your work?

Accomplishments

1. List your most significant accomplishments or contributions during the past year. How do these achievements align with the outcomes outlined for you by our organization?

2. Have you received any praise, appreciation, or feedback from the client last year?

3. Have you performed any new tasks or additional duties outside the scope of your regular responsibilities?
4. Describe professional development activities that have been helpful since last year (e.g. offsite seminars, classes, training, on-the-job experience, exposure to challenging projects).

Goal Setting

1. What are your goals for the coming year and what actions will you take to accomplish these goals?
2. What could your supervisor do to support you in your job and accomplishing these goals?
3. What else would help you do your job better and provide greater job satisfaction?

Development Planning

1. What kinds of professional development activities would you like to do during the coming year?
2. What support or information do you need to complete these activities?