

# Self-Appraisal Template

*This form can be used to gather input from the employee prior to review of the annual performance appraisal and to assist in the performance appraisal review.*

Name:

Job Title:

Department:

Supervisor

Name:

Rating Period:

**Please assess your job performance over the past year against the objectives set:**

**What do you consider to be your most important accomplishments in the past 6/12 months?**

**What challenges made it difficult to meet the performance objectives set?**

**Assess how you demonstrated the competency requirements defined by your MDA?**

**What additional skills, abilities and behaviours are needed for performance improvement in the coming year?**

**Please list any special accomplishments, awards, activities or recognitions:**

**Additional comments:**

**Signature:**

**Date:**

Return this completed form to your Supervisor prior to your formal performance appraisal review.