

ABC Catering

Self Appraisal Form (by employee)

Name: _____

Position: _____

Evaluation Period: From:_____ **To:**_____

- 1. List and evaluate specific accomplishments related to performance goals and objectives since last performance appraisal. Examples may include: quality, initiative, timeliness, training, education, team work and decision making. If this is your 1st evaluation, then commence with your start date.**

- 2. What are your greatest strengths and weaknesses? If possible, how can your strengths be utilized and how may your weaknesses be overcome?**

- 3. Functions, specialization, or technology outside of your present assignment which you would like to gain experience in.**

- 4. The general direction you hope your career will take and the help you will need.**

- 5. Additional comments.**

Employee Signature: _____ **Date:** _____

Immediate Supervisor/Manager Signature:_____ **Date:** _____

(ICA has condensed this form from 2 pages to 1 page, by reducing the space allotted for the written answers)