# Appraisal Forms

## Section A: Self Evaluation Form

This section is to be completed by the staff. Please answer each question honestly and comprehensively.

1. What accomplishments are you most proud of during this appraisal period?

* Answer:

2. What challenges did you encounter and how did you address them?

* Answer:

3. What goals were you unable to achieve, and why?

* Answer:

4. What additional support or resources do you require to succeed in your role?

* Answer:

5. What skills or competencies would you like to develop?

* Answer:

6. How would you rate your communication, punctuality, and collaboration with your team?

* Answer:

7. What are your professional goals for the next appraisal period?

* Answer:

## Section B: Supervisor Evaluation Form

This section is to be completed by the staff's direct supervisor.

1. How would you assess the staff’s performance against assigned targets and KPIs?

* Answer:

1. Comment on the staff’s initiative, time management, and problem-solving skills.

* Answer:

1. How well does the staff communicate and collaborate with team members and other departments?

* Answer:

4. Are there any conduct, policy, or performance issues to report?

* Answer:

5. Recommendations for promotion, training, or role adjustment:

* Answer:

6. Final performance rating (Excellent / Good / Average / Needs Improvement):

* Answer:

Supervisor’s Name & Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_