



SELF-APPRAISAL FORM

Employee Name: _____

Title: _____

Department: _____

Appraisal Period: From 01/01/2024 through 12/31/2024

Self-appraisal and feedback go hand-in-hand.

That is because feedback sessions should be two-way conversations - a time when both employee and supervisor exchange ideas while you work together to identify your objectives and outcomes. Being prepared for this meeting is a responsibility for both parties. The goal of our self-appraisal form is to help you prepare. An effective self-appraisal tool is a resource that enables you to organize your thoughts in advance of that meeting with your supervisor.

Our tool begins with an outline of your accomplishments and contributions that should be reviewed with your supervisor. It doesn't end there, however. In addition to your accomplishments, this self-appraisal helps you (1) to facilitate a conversation about your own developmental potential and (2) to identify upcoming goals and outcomes that are aligned to the department's strategic deliverables. Knowing where to apply your energy and effort is important because that keeps you aligned with your supervisor's expectations and your department's needs. Equally important: knowing yourself helps you understand your value and better supports you in deciding the future of your career and the steps you must take to be successful.

We strongly recommend that you complete this voluntary self-appraisal and submit it to your supervisor in advance of your feedback session. As you complete the following questions, we encourage you to be thoughtful and reflective.



1. Summarize your major accomplishments for this review year (including but not limited to proposals, assignments completed, reports and presentations, significant results; etc.)



CHAPMAN UNIVERSITY

2. List any training programs, LinkedIn Learning courses, conferences, committee memberships, or other developmental activities in which you participated during this review year.



CHAPMAN UNIVERSITY

3. In your current position, are there additional skills that you think would help you be more effective in your work? How can your supervisor assist you in developing these skills?



4. Looking ahead five years, have you considered: where do you envision yourself in your career progression?



CHAPMAN UNIVERSITY

5. What contributions would you like to make in the coming year in your department? Can you identify one or more goals that positively impact your department?