



Self-Appraisal Preparation Form

Your name

The purpose of this self-appraisal form is to help us both discuss how you are performing your job. It is an opportunity to discuss your strengths and where improvements could be made. We are committed to developing staff at work and this job review is part of the process to help us both to take practical steps to continue to maintain your interest in your job.

Please complete this form before we meet and be honest. Make any comments you think would be helpful to make this a meaningful discussion about your future and any suggestions you have to make our company even more successful. Think of yourself at work and looking at the last twelve months answer the following questions.

What are your main duties?

In which areas of your job do you consider that you have performed successfully? What are the main reasons for your successes?

In which areas of your job do you feel that you have been less successful than you might have been? What are the main reasons for this?

What are your main strengths, skills and talents?

**Are your abilities being fully utilised in your current job?
Would you like to do different work?**

**What problems or constraints have prevented you from doing your job to the best of your ability?
What ideas do you have for solving any problem identified?**



What goals and objectives do you think would be appropriate for the next 12 months?

What training or development do you feel would enhance your job performance or benefit you in your employment?

What action would you like your manager to take to help you perform more effectively?

What action do you think you could take to do your job more effectively in the future?

What are your plans and ambitions for the future?

Signed..... Date.....