EMPLOYEE SELF-APPRAISAL

Employee Name _____ Title: _____ Date_____

Employees should complete their Self-Appraisal form two weeks before their scheduled Performance Evaluation and return to their Supervisor. Employees: Use the back of this form to list your suggested goals and objectives for the next year.

1. What have you accomplished during the past evaluation period? Where have you excelled? Include a list of goals that were accomplished.

2. What could you have done differently or better?

3. What does your supervisor or the Township administration need to know to make your job better, more efficient or more effective?

4. What can the Township do to help you with your professional development?

5. Please list your suggested goals and objectives for the new year.