## LC LOGO

**HUMAN RESOURCE SERVICES**

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**EMPLOYEE**

**SELF-APPRAISAL**

**WORKSHEET**

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| **Self-Appraisal Worksheet for:** |
| The self-appraisal worksheet is designed to encourage constructive discussion between you and your Manager about your accomplishments. The more involved you are, the more effective the performance appraisal interview is likely to be. Self-appraisal should be completed prior to the interview with the Supervisor. |
| **Job Expectations**: Do you feel that the expectations of your job are clear and consistent? |
| Click here to enter text. |
| **Your Performance:** How do you feel you are performing your job? What are areas of strength? Where do you need to improve? |
| Click here to enter text. |
| **Feedback for my Supervisor:** What support do I need? Do I need to communicate anything to my supervisor? |
| Click here to enter text. |
| **Accomplishments**: Identify several accomplishments during the past year that demonstrated your job-related strengths in your current position. |
| Click here to enter text. |
| **Goal Setting**: List several goals for the coming year that will enhance your job performance. |
| Click here to enter text. |
| **Career Development**: Indicate your immediate and longer-term career objectives including any plans for further education and/or skill enhancement. |
| Click here to enter text. |
| **Training Opportunities**: What courses or training programs would enable you to improve your performance and contribute to the successful operation of the company? |
| Click here to enter text. |
| **Organizational Climate**. Are there changes in the way the office/department functions that would assist you and others to perform more effectively? |
| Click here to enter text. |