**Performance Appraisal: Self-Assessment**

**Employee Name Job Title**

1. List your most significant accomplishments or contributions for the 2019 year.
2. What activities have you initiated, or actively participated in, in effort to encourage camaraderie and teamwork within your group and/or office? What was the result?
3. Describe areas you feel require improvement in terms of your department and/or professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.

1. State three to five measurable goals for the coming year and indicate how you plan to accomplish them.
2. What you feel is a fair merit increase based on your performance from your date or hire and market value?

***Thank you for taking the time to complete the Employee Self-Assessment.***