

SELF-APPRAISAL

Whether you have an employer and have access to appraisals at work, or not, appraising yourself (just for yourself) can be a great way to get thinking about your performance in the previous year and what you might want to do differently moving forward.

What are your top 3 responsibilities in your role?

1

2

3

How well did you meet your responsibilities last year?

What parts of your job would you like to do more/less of?

What do you need to do to make that happen?

What personal strengths did you bring to your work last year?

What were your 3 biggest achievements last year?

1

2

3

What could you have done better last year?

What skills, knowledge etc. might have helped you with that?

Did you set any goals last year? If so, did you achieve them?

What goals do you want to accomplish next year?

Describe how the year went in 6 words or less.