**Self-appraisal form**

The comments you make on this form are to help in your appraisal.

On the appraisal form itself a space is supplied for you to make any comment you may wish regarding your appraisal.

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| Employee name: | Date of appraisal: |
| Job title: | Department: |
| Which parts of the job have you performed best? How did you achieve this? | |
|  | |
| Which parts of the job have you performed less well?  Were there any circumstances which prevented a better performance? | |
|  | |
| What could or should be done by you, your manager, the Company, or anyone else to help improve your performance? | |
|  | |
| Notes to bring to the appraisal interview | |
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