



Self-Appraisal

Calendar Year 2025

Appraisal Period: January 1, 2025 through December 31, 2025

Employee Name:

Employee Title:

Department:

Employee ID Number:

1. Reflect on any goals and aspirations established for this review period. Discuss your progress toward achieving them, including outcomes, challenges encountered, and actions taken to address those challenges.
2. Describe your two or three most significant accomplishments during the review period.



3. Name a skill or skills you would like to improve and build upon in the coming year. How do you think this can improve your work performance?
4. Identify one or two goals for the next review period that align with department/unit priorities. *(Your ideas are important for your manager to know and consider when setting goals for the coming year. Your manager will discuss finalized goals with you, ensuring alignment with department goals and role expectations.)*