

Mid Year Employee Self Appraisal Sheet

Please complete this self-appraisal form to review your performance, achievements, and areas of development for the first half of the year.

Employee Information

Employee Name:	<input type="text"/>	Employee ID:	<input type="text"/>
Job Title:	<input type="text"/>	Department:	<input type="text"/>
Manager/Reviewer Name:	<input type="text"/>	Date of Review:	<input type="text"/>

Section 1: Key Achievements & Contributions

List your key achievements, projects completed, and major contributions during the first half of the year.

No.	Key Achievement / Project Description	Impact on Team/ Company
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Section 2: Core Competencies Self-Assessment

Assess your performance in the following areas. Provide brief comments.

Competency	Self-Rating (e.g., Exceeds, Meets, Needs Improvement)	Comments / Examples
Job Knowledge & Quality of Work	<input type="text"/>	<input type="text"/>
Communication & Collaboration	<input type="text"/>	<input type="text"/>
Problem Solving & Initiative	<input type="text"/>	<input type="text"/>
Productivity & Time Management	<input type="text"/>	<input type="text"/>

Section 3: Areas for Development & Support

What are your key areas for professional growth and development over the next six months?

What specific support, training, or resources do you need from management to achieve your goals?

Section 4: Goals for the Second Half of the Year

Outline 2-3 key objectives you aim to achieve by the end of the year.

No.	Goal / Objective	Target Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>

Employee Signature:

Date:

Manager Signature:

Date: