

Thought stimulators for self-appraisal

These questions can help you prepare for your performance appraisal. As you read each question, think about your performance; your progress; and your plans for future growth.

1. What critical abilities does my job require? To what extent do I fulfill them?
2. What do I like best about my job? Least?
3. What were my specific accomplishments during this appraisal period?
4. Which goals or standards did I fall short of meeting?
5. How could my supervisor help me do a better job?
6. Is there anything that the organization or my supervisor does that hinders my effectiveness?
7. What changes would improve my performance?
8. Does my present job make the best use of my capabilities? How could I become more productive?
9. What do I expect to be doing five years from now?
10. Do I need more experience or training in any aspect of my current job? How could it be accomplished?
11. What have I done since my last appraisal to prepare myself for more responsibility?
12. What new goals and standards should be established for the next appraisal period? Which old ones need to be modified or deleted?