

# SELF-APPRAISAL QUESTIONNAIRE

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

1. Please identify and rank the three key functions you perform in your current job.
  - a.
  - b.
  - c.
  
2. What specific skills are required for each of the three key functions?
  - a.
  - b.
  - c.
  
3. Which of these skills would you consider your strength?
  
  
  
  
  
  
  
  
  
  
4. Which of these skills need some improvement?
  
  
  
  
  
  
  
  
  
  
5. What steps are you taking to make these improvements? How could our business help you?
  
  
  
  
  
  
  
  
  
  
6. Were any new duties added to your job this past year?
  
  
  
  
  
  
  
  
  
  
7. If yes, what were they, and how would you rate your performance of them?
  
  
  
  
  
  
  
  
  
  
8. List your specific accomplishments during the past year. Please rank them.