EPIC Training and Consulting Services Limited

Appraisal – Employee's self appraisal Template

Name of Employee		Job Title		Mobile	
Work Address		Telephone		e-mail	
Line manager		Telephone		e-mail	
Date Completed		Date Reviewed		Reviewer	

Job Description
Date of appointment
Current and indicated changes to work functions

	Approximate proportion of time spent on this	Self-appraisal of performance & Indicators of success	Issues, concerns & upcoming developments	Suggested future action
Work functions for which responsible				

Indicated and suggested changes in work functions	Potential impact on other functions	Justification	Issues & concerns	Suggested future action (including training needs)

Personal Development				
	Self-appraisal of performance	Factors influencing performance	Issues & concerns	Suggested future action
Leadership				
Interpersonal relationships				
Communications				

Current training and personal development plan (review of what has been done & outstanding issues)			
Activities completed or in progress	Comments on utility	Issues & concerns	Suggested future action
Activities planned but not started	Comments on continuing relevance	Issues & concerns	Suggested future action