**Employee Appraisal Report**

**What are my strengths?**

**What are my weaknesses?**

**What are the common feedbacks that I receive from others?**

**What other performance indicators can I notice?**

**What do I hope?**

**Why do I want to achieve that? What does it give me?**

Resources

**What must I improve/ learn/ experience to achieve the desired state?**

**What are the possible resources to learn/ experience/ improve?**

**How do I get there? What is needed?**

**Set timeline**

**What is my current state?**

Set a timeline for meeting your short term, medium and long term goals. Use a calendar or chart for effective time management. Schedule your time in weeks. Set milestone in between short term goals if you feel the need to.

Desired state

1. Describe what you can do and your knowledge level?

2. ------------------------------------------------------------------------------?

3. ------------------------------------------------------------------------------?

Why do I want it?

1. ------------------------------------------------------------------------------?
2. ------------------------------------------------------------------------------?
3. ------------------------------------------------------------------------------?

**What is my desired state?**

**Strengths**

1: ------------------------------------------------------------------------------

2: ------------------------------------------------------------------------------

**Weaknesses**

1: ------------------------------------------------------------------------------

2: ------------------------------------------------------------------------------

**Feedback**

1: ------------------------------------------------------------------------------

2: ------------------------------------------------------------------------------

**Performance Indicators**

1: -------------------------------------------------------------------------------

2: -------------------------------------------------------------------------------

**Focus Area Priority**

1: -------------------------------------------------------------------------------

2: -------------------------------------------------------------------------------