

# klrno

## Annual Self-Appraisal

(To be completed by reviewee and submitted to supervisor prior to performance and career development review and discussion)

Employee

Title

Supervisor

Date

**Instructions:** A very important part of the Annual Performance and Career Development Review is your self-appraisal of your performance, progress, and career preferences and plans. This self-appraisal has been designed to : (1) provide a mechanism for you to conduct a self-evaluation of your performance and development needs each year; (2) identify areas where you believe that you need additional experience, counseling, and support (i.e. training, on-the-job coaching, and feedback) in order to achieve your potential within the Company; and (3) provide a basis for meaningful discussions with your supervisor on your future goals, as well as your career preferences and interests to facilitate your career development within the Company.

### **Strengths**

Comment on a major achievement over the last year and/or strength(s) of yours that best contribute to the success of your team. Provide examples & impact.

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Identify the two most important things KLRN can do that would improve your work environment, your ability to do your job more efficiently and/or effectively and that would help you achieve your career goals and enhance your career development and personal satisfaction or that would help the KLRN better achieve its mission and goals.


Identify other topics or issues you would like to discuss with your supervisor.

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