

Employee Self-Appraisal Form

To be completed by POS Operators / Daily Contribution Collectors

SECTION A: PERSONAL INFORMATION

Full Name:	
Job Title:	Sales Representative
Branch/Location:	
Supervisor's Name:	
Appraisal Period:	From: _____ To: _____
Date of Submission:	

SECTION B: SELF-ASSESSMENT – CORE RESPONSIBILITIES

Please rate your performance on each of the following using the scale below:

5 - Excellent | 4 - Good | 3 - Fair | 2 - Needs Improvement | 1 - Poor

Task/Responsibility	Rating (1-5)	Justification / Evidence
Timely and complete collection of daily savings		
Accuracy in POS transactions and record-keeping		
Cash handling and balancing at end of day		
Issuance of receipts to all customers		
Timely submission of daily reports		
Ability to resolve customer complaints		
Understanding and application of company policies		
Consistent punctuality and attendance		
Maintenance of customer relationships		
Communication and cooperation with team		

SECTION C: REFLECTION & PERFORMANCE INSIGHTS

1. What part of your job have you performed best in this period? Why?

6. What support or training do you need to improve your performance?

2. What aspects of your job have been most challenging?

SECTION E: GOALS & COMMITMENTS

7. What goals will you set for yourself in the next period?

3. Describe a situation where you handled a difficult customer or problem effectively.

8. What specific changes will you make to improve your performance?

4. Have you ever made a mistake in this period? If yes, describe what happened and how you handled it.

SECTION F: FEEDBACK TO MANAGEMENT

9. Do you have any suggestions for improving operations or customer satisfaction at Roncloud Technologies?

SECTION D: PERSONAL DEVELOPMENT

5. What new skills or knowledge have you gained recently (if any)?

10. Is there anything else you'd like to share about your experience working at Roncloud Technologies?



SECTION G: EMPLOYEE DECLARATION

I hereby confirm that the information provided in this self-appraisal form is true, honest, and a fair reflection of my performance and experiences during the appraisal period.

Signature of Employee

Date