

An average recruiter has 6 seconds to check your resume... will you be noticed?

[Check Premium Resumes](#)



## Secrets to successful Self Appraisal

Self Appraisal is an important aspect of the appraisal process. It allows employees for self evaluation on their quarterly, half-yearly or annual performance. A well written appraisal form will help the employee to represent their work performance effectively. Whether you are a HR professional, Manager or an employee and if you are not satisfied with the performance review made by your employer's, Self Appraisal can be a satisfactory alternative to analyze your work performance. It will not only help you as an individual but also as the whole organization.



### How to do self-Appraisal

- a) List down all your major achievements:** This section is based on your achievements and contribution for the organization. You have to mention about your accomplishment during your stay in the organization. Your modest answers will reflect your hard work and dedication. At very few occasion you will have an opportunity to say and advocate about yourself, here you can freely justify yourself by using best tool –honesty.
- b) Mention your KRA's (Key Result Areas):** To bring attention of your boss to your hard work, high performance alone is not enough. You also need to mention KRA's (Key Result Areas) or in simple words the results of the hard work you put in. It will help the employer to

understand your overall performance, and it will show that you are well aware of your job responsibilities.

**c) Use smooth and polite language:** Even high performance employee would look dull, if they don't use a professional and smooth tone while filling up the appraisal form. Always prefer a professional tone while filling up appraisal form, it will be noticed.

**d) Analyze yourself with honesty:** This is something that will take you close to a self-praise mode, but you have to analyze yourself with honesty. Self-praise mode will not help you to conceal your weaknesses and lacking skills for the task. So, always highlight your key area of functioning with honesty and at the same time the area where you lack to perform.

**e) Include the area of improvement:** You can also mention any skills or training program which can be useful to improve your work performance.



It is a misconception among few companies that self-appraisal is a painful process. It is imperative for an organization and an employee to understand the importance of self-appraisal and develop a positive mindset for self-appraisal, as the advantages are many. Here are few advantages of self-appraisal that are listed out.

### **Advantages of self-evaluations**

**a) Demystify the process:** When employees fill up the self-appraisal form, they can evaluate the same form that an employer would be using. This will help them to filter out any unnecessary problems in the process and can be immediately wiped out.

**b) Help to focus on improvement:** Employee can figure out the area where they can improve more and increase their work efficiency.

**c) Employee's participation:** Self-Appraisal is one way of motivating employee; it gives them feeling of participation and their involvement in the process.

- d) Improve Communication:** Understanding your employee's appraisals leads to a more focussed, effective and open discussion. It minimizes the communication gap between employers and employees.
- e) Gives manager a broader perspective:** When you do self-appraisal, it will help a manager to communicate and discuss on your career goals. This will help you to do your job better and also the manager to do his.
- f) Reduces HR stress by developing new skills:** Self appraisal can be helpful from HR point of view sometimes, instead of hiring new talent and adding additional cost to the company. By reviewing self-appraisal form, they can identify the talented people within the organization and can hire them for that position. This way both can be benefited.
- 

[Guru99](#) provides [FREE ONLINE TUTORIAL](#) on Various courses like

<a href="#">PHP</a>	<a href="#">Java</a>	<a href="#">Linux</a>	<a href="#">Apache</a>
<a href="#">Perl</a>	<a href="#">SQL</a>	<a href="#">VB Script</a>	<a href="#">JavaScript</a>
<a href="#">Accounting</a>	<a href="#">Ethical Hacking</a>	<a href="#">Cloud Computing</a>	<a href="#">Jmeter</a>
<a href="#">Manual Testing</a>	<a href="#">QTP</a>	<a href="#">Selenium</a>	<a href="#">Test Management</a>
<a href="#">Load Runner</a>	<a href="#">Quality Center</a>	<a href="#">Mobile Testing</a>	<a href="#">Live Selenium Project</a>
<a href="#">Enterprise Testing</a>	<a href="#">Live Testing Project</a>	<a href="#">Sap &amp; All Modules</a>	



Copyrighted Material