

# Personal appraisal form.

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*Name*

*Position / title / specialty*

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*Appraisal*

*Response*

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Describe your position.

For each of the major job responsibilities, what were the expectations and outcomes?

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Describe any projects you have been responsible for which are not in your position description.

What results have you achieved?

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Describe any changes you suggested and/or implemented during the last 12 month that led to improvement in your area (e.g., quality of work life, cost savings, efficiency).

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What action(s) have you taken during the last 12 month to gain a better understanding of the studio or your job?

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*Appraisal*

*Response*

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Give examples of collaborative efforts that you were involved in during the last 12 months.

What contributions did you make to the team?

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Describe goals and/or self developmental steps you set out to accomplish in the past 12 months.

Of those, which did you accomplish?

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What do you think has been your most important contribution to the studio?  
What are you most proud of?

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What would you have liked to have done during the last 12 months, but were unable to? Why?

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*Appraisal*

*Response*

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What goals have you set for yourself during the next 12 months? What types of projects would you like to be involved in?

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What types of professional developmental activities would you like to take advantage of (e.g., seminars, specific training classes, etc.)?

Are you prepared to do this in your own time.

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What kind of support and/or guidance would you like to see from the studio owner/s?

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Personal comments

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