
PERFORMANCE APPRAISAL SELF-ASSESSMENT SUMMARY

INSTRUCTIONS: Associates can complete and submit this form to their rating official for consideration in completing the annual performance appraisal. The summary should represent accomplishments from the date the performance plan was discussed/signed to the end of the rating period. Write each accomplishment using the past tense voice.

ADMINISTRATIVE DATA

NAME OF ASSOCIATE (<i>Last, First, Middle Initial</i>)	RATING PERIOD (<i>MM/DD/YYYY</i>)	
	FROM	TO
ORGANIZATION	CORRESPONDENCE SYMBOL	

ACCOMPLISHMENTS

MAJOR. List the most important accomplishments achieved during this performance period that apply directly to your position and performance plan.

OTHER. List other accomplishments (i.e., seminars and/or conferences attended, recognition received; etc.) achieved during this performance period.

TRAINING AND DEVELOPMENTAL NEEDS. List needs and/or opportunities for the coming year.

SIGNATURE	DATE
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