

Self-Appraisal Drafting Helper

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Helps an employee draft a balanced, evidence-based self-appraisal — quantified achievements, honest growth areas and next-period goals. Use it to write your self-review. For a manager writing feedback, use the Manager Feedback Writer.

Purpose of this tool & output

Help employees write a strong self-review

How the output is used

Use it to help employees write a strong, evidence-based self-review for their appraisal.

Important cautions

AI-generated draft; personalise with real specifics and metrics.

Companion documents

- Performance Review Framework
- Goal / OKR Setting Assistant
- Manager Feedback Writer
- 360-Feedback Survey Builder
- Calibration Session Guide
- PIP Builder

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.