

Professional Goal Setting Self Evaluation Sheet

This sheet is designed to help you reflect on your past performance, set new professional goals, and identify areas for development. Please complete each section prior to your evaluation meeting.

1. General Information

Employee Name:	<input type="text"/>	Date:	<input type="text" value="MM/DD/YYYY"/>
Job Title:	<input type="text"/>	Department:	<input type="text"/>
Review Period:	<input type="text" value="e.g., Q1 2024 / Annual"/>	Manager/Reviewer:	<input type="text"/>

2. Reflection: Review of Past Goals

Review the goals you set for the previous period. Evaluate your progress and results.

Past Goal / Objective	Status (Completed / In Progress / Deferred)	Key Results & Achievements / Challenges Faced
<input type="text" value="Goal 1 Description"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Goal 2 Description"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Goal 3 Description"/>	<input type="text"/>	<input type="text"/>

3. Future Goal Setting (SMART Goals)

Define your professional goals for the upcoming review period. Ensure they are Specific, Measurable, Achievable, Relevant, and Time-bound.

Goal 1 (Short-Term: 1-6 Months)

Goal Description:

Action Steps to Achieve This Goal:

Target Completion Date: Success Metric:

Goal 2 (Long-Term: 6-12 Months)

Goal Description:

Action Steps to Achieve This Goal:

Target Completion Date: Success Metric:

4. Professional Development & Support

Identify skills you wish to build and the support needed from management to reach your goals.

Skills, knowledge, or competencies I want to develop:

Resources, training, or support required from my manager/organization:

5. Self-Evaluation Reflection

What is your greatest strength in your current role?

What is your primary area for improvement and growth?

Overall Self-Rating (On a scale of 1 to 5):

6. Signatures

Employee Signature:

Date:

Manager Signature:

Date: