

Project-Based Employee Self-Evaluation

This template is designed for employees to evaluate their performance upon the completion of a specific project. Please fill out the details below for printing and review.

1. General Information

Employee Name:

Job Title:

Department:

Date of Evaluation:

2. Project Details

Project Name:

Your Role in the Project:

Project Duration (Start - End Date):

3. Performance Self-Assessment

Please rate and comment on your performance in the following areas. Use ratings such as Exceeds Expectations, Meets Expectations, or Needs Improvement.

Quality of Work

Rating:

Supporting Evidence / Examples:

Timeliness and Execution

Rating:

Supporting Evidence / Examples:

Collaboration and Communication

Rating:

Supporting Evidence / Examples:

Problem Solving and Adaptability

Rating:

Supporting Evidence / Examples:

4. Project Reflection

What were your key achievements during this project?

What challenges did you encounter, and how did you overcome them?

What lessons did you learn that will apply to future projects?

5. Future Goals and Development

What skills do you hope to develop in your next project?

What support or resources do you need from your manager to succeed?

6. Signatures

Employee Signature: Date:

Manager Signature: Date: