

Monthly Progress Self Evaluation

Please complete this self-evaluation template at the end of each month to track your progress, reflect on achievements, identify areas for improvement, and set goals for the upcoming month.

Employee Information

Employee Name:

Job Title:

Department:

Evaluation Month & Year:

Review Date:

1. Key Accomplishments & Successes

Identify the most significant achievements and tasks you completed during this month:

Accomplishment 1:

Accomplishment 2:

Accomplishment 3:

2. Monthly Goals Status

List the goals you set for this month and reflect on their completion status:

Goal 1: Status:

Goal 2: Status:

Goal 3: Status:

3. Challenges & Obstacles

What challenges did you face this month, and how did you resolve them or what did you learn from them?

Challenge 1:

Resolution/Learning:

Challenge 2:

Resolution/Learning:

4. Areas for Growth & Development

Identify any skills, tools, or processes you would like to improve upon next month:

Area 1:

Area 2:

5. Goals for Next Month

Set up to three primary goals you intend to accomplish during the upcoming month:

Next Month Goal 1:

Next Month Goal 2:

Next Month Goal 3:

6. Support & Feedback Needed

Detail any resources, training, or guidance you need from management or the team to succeed:

Support Needed:

Signatures

Employee Signature: Date:

Manager Signature: Date: