

Simple Employee Self Evaluation Form

Please complete this self-evaluation form honestly and thoroughly to assist in your performance review discussion.

Employee Information

Employee Name:

Job Title:

Department:

Manager Name:

Date:

Performance Evaluation

1. Key Accomplishments

List your most significant achievements over the past evaluation period:

Accomplishment 1:

Accomplishment 2:

Accomplishment 3:

2. Core Competencies Self-Rating

Rate yourself from 1 (Needs Improvement) to 5 (Outstanding) and provide brief notes.

Competency	Rating (1-5)	Comments / Examples
Quality of Work	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Reliability	<input type="text"/>	<input type="text"/>

3. Areas for Growth

Identify areas where you would like to improve or require additional support:

Area 1:

Area 2:

4. Future Goals

State your professional goals for the next evaluation period:

Goal 1:

Goal 2:

Signatures

Signatures below indicate that the self-evaluation has been completed and discussed.

Employee Signature: Date:

Manager Signature: Date: