

# Annual Employee Self Evaluation

This self-evaluation form is designed to help you reflect on your performance, achievements, and areas for growth over the past year. Please complete all sections prior to your annual review meeting.

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## Employee Information

Employee Name:

Job Title:

Department:

Manager Name:

Review Period:

Date:

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## Section 1: Performance & Achievements

What were your key accomplishments and achievements during this review period?

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

Which of your core job responsibilities do you feel you performed most effectively?

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## Section 2: Competency Self-Assessment

*Please rate yourself on a scale of 1 to 5 (1 = Needs Improvement, 5 = Outstanding) and provide brief comments.*

### 1. Job Knowledge & Quality of Work

Rating (1-5):

Comments:

### 2. Communication & Collaboration

Rating (1-5):

Comments:

### 3. Problem Solving & Initiative

Rating (1-5):

Comments:

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## Section 3: Goals & Future Development

What progress did you make on the goals set during your last review?

What are your primary goals for the upcoming review period?

What professional development, training, or support do you need to reach these goals?

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## Signatures

Employee Signature:  Date:

Manager Signature:  Date: