

Quarterly Performance Self Assessment Form

Directions: Please complete this self-assessment to reflect on your performance, achievements, and areas for growth over the past quarter. Once completed, this form can be printed for your performance review meeting.

Employee Information

Employee Name:

Job Title:

Department:

Manager Name:

Review Quarter / Year:

Date of Assessment:

Core Competencies Self-Rating

Rate your performance in the following areas on a scale of 1 to 5 (1 = Needs Improvement, 5 = Outstanding):

Job Knowledge and Quality of Work:

Productivity and Efficiency:

Communication and Collaboration:

Problem Solving and Initiative:

Reliability and Dependability:

Performance Reflection

1. Key Achievements (List your main accomplishments and successful projects this quarter):

2. Challenges Faced (Describe any obstacles you encountered and how you addressed them):

3. Progress on Goals (Detail the status of the goals set for you at the beginning of this quarter):

4. Goals for Next Quarter (Outline 3 specific, measurable objectives for the upcoming quarter):

5. Support and Development (What resources, training, or support from your manager would help you succeed?):

Signatures for Print

Employee Signature: Date:

Manager Signature: Date: