

Employee Self-Evaluation Form

Please complete this self-evaluation form to assess your performance, achievements, and areas for growth over the review period. This document will be used to guide our upcoming performance review discussion.

1. Employee Information

Employee Name:

Job Title:

Department:

Manager Name:

Review Period:

Date:

2. Key Accomplishments

List your most significant achievements and contributions during this review period.

Accomplishment 1:

Accomplishment 2:

Accomplishment 3:

3. Performance Self-Assessment

Rate your performance on a scale of 1 to 5 (1 = Needs Improvement, 5 = Outstanding) and provide brief comments.

Job Knowledge and Quality of Work

Rating (1-5):

Comments / Examples:

Communication and Collaboration

Rating (1-5):

Comments / Examples:

Problem Solving and Initiative

Rating (1-5):

Comments / Examples:

4. Areas for Growth and Professional Development

Identify areas where you would like to improve, or skills you would like to develop in the next review period.

Area for Improvement 1:

Area for Improvement 2:

What support, resources, or training do you need to achieve these goals?

5. Future Goals and Objectives

List 2-3 specific goals you want to accomplish during the next review cycle.

Goal 1:

Goal 2:

6. Signatures

Employee Signature:

Date:

Manager Signature:

Date: