

Comprehensive Employee Self-Review Template

This template is designed for employees to evaluate their performance, achievements, and areas for growth. Please fill out each section prior to your scheduled performance review meeting.

Employee Information

Employee Full Name:

Job Title:

Department:

Manager Name:

Review Period:

Date of Evaluation:

Section 1: Key Achievements & Contributions

List your major accomplishments during this review period. How did they impact your team and the organization?

Achievement 1:

Achievement 2:

Achievement 3:

Section 2: Core Competencies Self-Assessment

Evaluate your performance in the following areas (provide examples and self-rating from 1 to 5):

1. Job Knowledge & Technical Skills

Self-Rating (1-5):

Supporting Comments / Examples:

2. Communication & Collaboration

Self-Rating (1-5):

Supporting Comments / Examples:

3. Problem Solving & Decision Making

Self-Rating (1-5):

Supporting Comments / Examples:

4. Productivity & Quality of Work

Self-Rating (1-5):

Supporting Comments / Examples:

Section 3: Areas for Growth and Development

Identify areas where you feel you need improvement, additional support, or professional development.

Area for Improvement 1:

Area for Improvement 2:

What specific support, resources, or training would help you succeed?

Section 4: Future Goals and Objectives

Outline your goals for the upcoming review period. How do they align with team and company objectives?

Short-term Goal (Next 3-6 months):

Long-term Goal (Next 6-12 months):

Section 5: Signatures

Sign and date below to confirm that this self-review has been completed and discussed.

Employee Signature:

Date:

Manager Signature:

Date: