

Standard Employee Performance Self Rating Sheet

This self-evaluation sheet is designed for employees to assess their own performance over the rating period. Please rate yourself on the core competencies below using a scale of 1 to 5 (1 = Unsatisfactory, 2 = Needs Improvement, 3 = Meets Expectations, 4 = Exceeds Expectations, 5 = Outstanding).

Employee Information

Employee Name:	<input type="text"/>	Job Title:	<input type="text"/>
Department:	<input type="text"/>	Date:	<input type="text" value="MM/DD/YYYY"/>
Manager Name:	<input type="text"/>	Review Period:	<input type="text"/>

Performance Core Competencies

Competency & Description	Self-Rating (1-5)	Comments / Examples
Job Knowledge & Technical Skills Demonstrates understanding of role requirements, processes, and tools.	<input type="text" value="1-5"/>	<input type="text"/>
Quality of Work Delivers accurate, thorough, and timely results with minimal errors.	<input type="text" value="1-5"/>	<input type="text"/>
Communication Expresses ideas clearly, listens effectively, and shares information appropriately.	<input type="text" value="1-5"/>	<input type="text"/>
Teamwork & Collaboration Works effectively with others to achieve team goals and supports colleagues.	<input type="text" value="1-5"/>	<input type="text"/>
Initiative & Problem Solving Identifies opportunities for improvement and takes proactive steps to solve issues.	<input type="text" value="1-5"/>	<input type="text"/>
Attendance & Dependability Arrives on time, adheres to schedule, and can be relied upon to complete tasks.	<input type="text" value="1-5"/>	<input type="text"/>

Overall Reflection

Major Achievements: Identify 1 or 2 key accomplishments during this rating period.

Areas for Growth: Identify areas where you would like to improve or develop your skills.

Signatures

Employee Signature: Date:

Manager Signature: Date: