

Job Performance Self Evaluation Questionnaire

Please complete this self-evaluation questionnaire to assess your performance over the current review period. This document is designed for print distribution.

Employee Information

Employee Name:

Job Title:

Department:

Manager Name:

Review Period:

Date:

Section 1: Achievements & Accomplishments

1. What do you consider to be your most significant achievements during this review period?

2. Which of your established goals did you successfully meet, and what contributed to your success?

Section 2: Core Competencies (Rate from 1 to 5)

Please provide a numeric rating (1 = Unsatisfactory, 3 = Meets Expectations, 5 = Outstanding) and supporting comments.

Job Knowledge & Skills (Understanding of job duties and technical requirements)

Rating (1-5):

Comments:

Quality of Work (Accuracy, thoroughness, and reliability of outputs)

Rating (1-5):

Comments:

Communication & Collaboration (Effectiveness in working with team members and sharing information)

Rating (1-5):

Comments:

Problem Solving & Initiative (Ability to address challenges and find proactive solutions)

Rating (1-5):

Comments:

Section 3: Areas for Development & Support

1. What obstacles or challenges hindered your performance during this review period?

2. What professional development, training, or support from your manager would help you improve?

Section 4: Goals for the Next Review Period

Goal 1:

Goal 2:

Signatures

Employee Signature: Date:

Manager Signature: Date: