

# Employee Self Evaluation Form PDF

## Identifying Information

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

## Self-Assessment

- List personal strengths and how they were utilized:

\_\_\_\_\_

- Identify any weaknesses and plans to address them:

\_\_\_\_\_

## Achievements

- Describe significant achievements and their impact on the department:

\_\_\_\_\_

## Career Development Goals

- Short-term Career Goals:

\_\_\_\_\_

- Long-term Career Goals:

\_\_\_\_\_

## Training Needs

- Training attended this year:

\_\_\_\_\_

- **Future training desires:**

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### **General Comments**

- **Additional comments or concerns:**

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### **Employee Verification**

**I verify that the information provided here is accurate.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_