

Employee Self-Evaluation Form PDF

Section 1: Employee Information

- Employee Name: _____
- Position: _____
- Department: _____
- Evaluation Period: _____
- Date: _____

Section 2: Self-Assessment

- Quality of Work:
 - Rating: Excellent Good Satisfactory Needs Improvement
 - Examples: _____
- Adaptability:
 - Rating: Excellent Good Satisfactory Needs Improvement
 - Examples: _____

Section 3: Achievements and Challenges

- List Major Achievements This Period:
 1. _____
 2. _____
 3. _____
- Describe Any Challenges Faced:
 1. _____
 2. _____
 3. _____

Section 4: Goals and Objectives

- Short-Term Goals: _____
- Long-Term Goals: _____

Section 5: Professional Development Needs

- Areas for Improvement/Training:

- _____

Section 6: Additional Comments

- **Comments:** _____

Section 7: Employee Declaration

- **Signature:** _____

- **Date:** _____