

Self Employee Performance Evaluation Form

Employee Information:

Name: _____

Position: _____

Department: _____

Evaluation Date: _____

Self-Reflection and Performance Review:

1. What were your key accomplishments this evaluation period?

2. What challenges did you face, and how did you overcome them?

3. Areas for improvement:

4. Additional skills or training required:

Evaluation Table:

Criteria	Self-Rating (1-5)	Manager's Rating (1-5)	Comments
Quality of Work			
Timeliness			
Communication Skills			

Problem-Solving			
Leadership/Initiative			
Team Collaboration			
Dependability			
Adaptability			

Future Goals and Development:

- Develop new skills.
- Improve current role efficiency.
- Transition to a leadership position.

Signature:

Employee: _____

Evaluator: _____