**Employee Self Performance Review Form**

This form allows employees to reflect on their own performance and provide feedback to their supervisors.

**Employee Details**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Self-Review Period: \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_**

**Self-Evaluation  
Describe your achievements during this review period:**

**Describe the challenges you faced and how you managed them:**

**Goals and Accomplishments**

| **Goal/Objective** | **Achieved (Yes/No)** | **Explanation** |
| --- | --- | --- |
| **Goal 1** | **[ ] Yes [ ] No** |  |
| **Goal 2** | **[ ] Yes [ ] No** |  |
| **Goal 3** | **[ ] Yes [ ] No** |  |

**Strengths and Areas for Improvement**

* **Strengths: What do you believe are your key strengths?**
* **Improvements: What areas do you feel require further development?**

**Comments for Supervisor**

**Signatures**

* **Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**