

# Employee Self Evaluation Review

## Employee Information

Full Name: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

## Evaluation Period

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

## Key Performance Areas

1. What are your primary responsibilities in your role?

\_\_\_\_\_

2. What accomplishments are you most proud of during this period?

\_\_\_\_\_

3. What challenges have you faced, and how did you overcome them?

\_\_\_\_\_

4. What areas do you feel need improvement?

\_\_\_\_\_

5. How do you plan to achieve your goals for the next evaluation period?

\_\_\_\_\_

## Performance Summary Table

Performance Area	Self-Rating (1-5)	Comments	Examples/Details
Quality of Work			

<b>Team Collaboration</b>			
<b>Communication Skills</b>			
<b>Initiative and Problem-Solving</b>			

**Supervisor Feedback:**  
**(To be completed post-review)**

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

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