**Employee Staff Self Evaluation Form**

**Personal Information
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Self-Reflection**

1. **What contributions have you made to the team’s success?**
2. **What strategies have helped you achieve your objectives?**
3. **Describe a challenge you faced and how you resolved it.**
4. **What additional resources or support would enhance your performance?**
5. **List your career development plans or aspirations.**

**Feedback Table**

| **Evaluation Category** | **Self-Rating** | **Evidence of Performance** | **Areas for Growth** |
| --- | --- | --- | --- |
| **Punctuality** |  |  |  |
| **Task Accuracy** |  |  |  |
| **Team Participation** |  |  |  |

**Employee Comments:**

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