Employee Self-Evaluation

Name _____ **Job title** _____

Manager _____ **Review period** _____

1. Key accomplishments

List your three to five most important achievements this period. Include results and numbers where possible.

1.
2.
3.
4.

2. Progress on goals

Goal	Status (met / partly met / not met)	Evidence and comments

3. Self-rating by competency

Competency	Rating (1–5)	Example
Quality of work		
Productivity and meeting deadlines		
Communication		
Teamwork and collaboration		
Problem-solving and initiative		
Customer focus		

1 = Needs improvement · 2 = Developing · 3 = Meets expectations · 4 = Exceeds expectations · 5 = Outstanding

4. Strengths

5. Areas for growth

6. Goals for next period

1.
2.
3.

7. Support or resources I need

8. Anything else my manager should know