

EMPLOYEE SELF-EVALUATION FORM

Employee Name: _____ Employee ID: _____

Department: _____ Position/Title: _____

Supervisor Name: _____

Instructions:

Please complete this self-evaluation form thoughtfully and honestly. Your responses will be reviewed as part of your performance appraisal. Use additional sheets if necessary.

1. Job Responsibilities and Achievements

Describe your primary job responsibilities and list your key achievements and contributions since your last evaluation.

2. Goals Accomplishment

List the goals you set during your last review and describe the progress or completion status of each.

3. Strengths

Identify your key strengths, skills, and competencies that contribute to your success in your role.

Discuss areas where you feel improvement is needed and describe any challenges faced.

5. Career Development and Training

Describe any training, certifications, or development activities you have completed or would like to pursue.

6. Feedback and Suggestions

Provide any feedback or suggestions you have to improve your work environment, team, or organizational processes.

7. Additional Comments

Please include any other comments you would like to make regarding your performance or professional experience.

Legal Compliance Notice:

This self-evaluation form is to be used solely for performance review purposes. All information provided herein is considered confidential and subject to applicable employment laws in the United States. Employees are encouraged to provide honest and professional feedback. The completion of this form does not guarantee any specific employment outcome.

Employee Signature

Supervisor Signature

Signature: _____

Signature: _____

Original source of this document:

<https://docs-worklife.com/employee-self-evaluation-form-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-worklife.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.