Employee self-evaluation form

Complete this before your review meeting and give it to your manager. Use specific examples and numbers where you can.

Name: _____

Job title: _____

Manager: _____

Review period: _____

Your results

My three biggest accomplishments this period:

_____

A goal I met (and how): _____

A goal I did not fully meet (and why): _____

Rate yourself

Rating scale: 5 = Outstanding, 4 = Exceeds expectations, 3 = Meets expectations, 2 = Needs improvement, 1 = Unsatisfactory. Add a comment for any 1, 2 or 5.

Area	My rating (1 to 5)	Example
Quality of my work		
Meeting deadlines and schedules		
Job knowledge		
Communication		
Teamwork		
Problem solving		

Looking ahead

Skill I want to build: _____

Support or training I need: _____

Goals for the next period: _____

Anything that gets in the way of doing my best work:

_____

_____ _____

Employee signature Date

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