# Employee Self-Evaluation Form

Complete this form before your review meeting and return it to your manager by [Due Date]. Be specific: name the project, the number or the customer outcome. Your manager will compare your ratings with theirs and discuss any differences with you. Rating scale: 1 = Did not meet expectations, 2 = Partly met, 3 = Fully met, 4 = Exceeded, 5 = Far exceeded.

## EMPLOYEE DETAILS

**Employee name**

**Job title**

**Department**

**Manager**

**Review period from**

**Review period to**

**Review type**

☐ Annual ☐ Mid-year ☐ Quarterly ☐ Probation

## PART 1: GOALS

**Goal 1 as agreed**

**Goal 1 result, with evidence**

**Goal 1 self-rating**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

**Goal 2 as agreed**

**Goal 2 result, with evidence**

**Goal 2 self-rating**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

**Goal 3 as agreed**

**Goal 3 result, with evidence**

**Goal 3 self-rating**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

**Goals that changed during the period, and why**

## PART 2: CORE COMPETENCIES

**Quality and accuracy of work**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

**Productivity and reliability (meeting deadlines, attendance)**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

**Job knowledge and skills**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

**Communication**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

**Teamwork and collaboration**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

**Customer focus (internal or external)**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

**Problem solving and initiative**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

**Leadership (people leaders only)**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Not applicable

**One example that supports your highest competency rating**

## PART 3: REFLECTION

**Your two or three most important accomplishments this period, and their impact**

**Something that did not go as planned, what you learned and what you would do differently**

**Feedback you received this period and how you acted on it**

**Obstacles outside your control that affected your results**

**What your manager or the company could do to help you do your best work**

## PART 4: DEVELOPMENT AND NEXT PERIOD

**Skills you want to build in the next period**

**Training, projects or experiences that would help**

**Proposed goals for the next period (two to four)**

**Career interests in the next one to three years**

**Overall self-rating**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

## ACKNOWLEDGMENT

Employee signature

Date

**Date submitted**

Manager received

Date

**Date received**