

# Employee Self-Assessment Form Template

This **employee self-assessment form template** helps individuals evaluate their job performance and set personal development goals efficiently. It promotes reflection on achievements, skills, and areas for improvement. Using this template enhances communication between employees and managers during performance reviews.

## Employee Information

**Full Name:**

**Position/Title:**

**Department:**

**Review Period:**

e.g., Jan 2023 - Dec 2023

## 1. Achievements

**List your major accomplishments during this review period:**

Describe key achievements and contributions...

## 2. Skills & Competencies

**What are your core strengths and key skills demonstrated in your role?**

## 3. Areas for Improvement

**Identify areas where you feel improvement is needed:**

## 4. Professional Development Goals

Outline your goals for the next review period and the support needed from your manager:

## 5. Additional Comments

Any further feedback, suggestions, or concerns:

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