

Self-Assessment Employee Evaluation Report

Employee Name: _____

Position/Title: _____

Department: _____

Evaluation Period: _____

1. Key Responsibilities & Achievements

Please list your main responsibilities and describe your key achievements for this evaluation period.

2. Strengths

Reflect on your main strengths that have positively contributed to your role and team.

3. Areas for Improvement

Identify areas where you feel improvement is needed. Outline steps you plan to take to develop.

4. Goals for Next Evaluation Period

Set achievable and measurable goals for the next evaluation cycle.

5. Additional Comments

Any other feedback, suggestions, or concerns you'd like to share.

Date: _____

Signature: _____

A **self-assessment employee evaluation report** allows individuals to reflect on their job performance and identify strengths and areas for improvement. This report fosters personal accountability and enhances professional development through honest self-reflection. It is an essential tool for effective performance management and career growth.