Self-Evaluation Form Sample

Use this **self-evaluation form sample** with rating scale to effectively assess personal performance and skills. It helps individuals reflect on their strengths and areas for improvement through clear, quantifiable feedback. This tool promotes professional growth and goal-setting in a structured manner.

Employee Information

Name:		Position:	
Department:		Date:	

Performance Criteria

Criteria	1 Poor	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding	Comments
Quality of Work	○	○	○	○	○	
Communication Skills	○	○	○	○	○	
Teamwork	○	○	○	○	○	
Problem Solving	○	○	○	○	○	
Dependability	○	○	○	○	○	
Initiative	○	○	○	○	○	

Strengths and Areas for Improvement

Key Strengths Describe your main strengths in your role.
Areas for Improvement Identify areas where you seek growth or skills you wish to develop.

Goals for the Next Period

Goals List your professional goals for the upcoming period and how you plan to achieve them.

Submit Self-Evaluation