

Self-Assessment Performance Review Checklist

Use this **self-assessment performance review checklist** to effectively evaluate your work achievements and identify areas for improvement. It helps you reflect on your strengths, set goals, and prepare for constructive feedback. Regular use promotes professional growth and enhances communication with your manager.

Checklist

- ☐ Reviewed my key responsibilities and job description.
- ☐ Listed my major achievements and contributions for this review period.
- ☐ Identified strengths and skills demonstrated in my role.
- ☐ Noted any challenges or obstacles experienced, with examples.
- ☐ Reflected on areas needing improvement and learning opportunities.
- ☐ Set clear, measurable goals for the next performance period.
- ☐ Sought feedback from peers or supervisors (if applicable).
- ☐ Documented any training or development activities completed.
- ☐ Prepared specific questions or topics for discussion with my manager.
- ☐ Gathered evidence and examples to support my self-assessment.

Notes / Action Items

Record your notes or action steps here...