

Self-Assessment Evaluation Form Sample for Employees

Use this **self-assessment evaluation form sample** to help employees reflect on their performance and identify areas for growth. It provides a structured way to document achievements, challenges, and goals. This form enhances communication between staff and management for continuous improvement.

Employee Information

Name	<input type="text"/>
Position/Title	<input type="text"/>
Department	<input type="text"/>
Period Covered	<input type="text"/>

Self-Assessment

Assessment Area	Comments
Key Achievements	<div>Describe main accomplishments and contributions.</div>
Strengths	<div>Highlight your key strengths and skills.</div>
Challenges Faced	<div>Identify obstacles and how you addressed them.</div>
Areas for Improvement	<div>Mention areas where you seek further development.</div>
Professional Development & Training Needed	<div>List any training or learning interests for your growth.</div>
Future Goals	<div>Set key goals for the next review period.</div>

Additional Comments

Add any further comments or suggestions.

Submit Self-Assessment