

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

Additional Comments

Add any further comments or suggestions.

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