

# Employee Self-Assessment Form

## Annual Performance Review

The **employee self-assessment form** sample is designed to streamline the annual performance review process by enabling employees to evaluate their achievements, strengths, and areas for improvement. This form encourages honest reflection and facilitates meaningful discussions between employees and managers. Utilizing this template helps ensure a comprehensive and productive evaluation experience.

Employee Information			
Name:	<input type="text"/>	Department:	<input type="text"/>
Position:	<input type="text"/>	Review Period:	<input type="text"/>

Self-Assessment Questions	
1. Key Achievements	Summarize your significant accomplishments this year...
2. Strengths	Identify your primary strengths and how they contributed to your success...
3. Areas for Improvement	Describe areas where you feel you could improve or develop further...
4. Training & Development	List any training, resources, or support you need to enhance your skills...
5. Goals for Next Year	Outline your objectives and targets for the upcoming review period...
6. Additional Comments	Include any other feedback or thoughts...

Employee Signature	
Date:	<input type="text"/>
Signature:	<input type="text"/>