

# Employee Self Performance Assessment Form Sample

The **employee self performance assessment form sample** is designed to help individuals evaluate their job performance accurately and reflect on strengths and areas for improvement. This form encourages honest self-reflection and supports productive discussions between employees and management. Utilizing this template fosters a culture of continuous growth and accountability within the workplace.

## Employee Information

Name	<input type="text"/>
Position/Title	<input type="text"/>
Department	<input type="text"/>
Manager/Supervisor	<input type="text"/>
Review Period	<input type="text"/>

## Performance Dimensions

Criteria	Self-Assessment (Comments & Examples)	Self-Rating (1 “ Needs Improvement, 5 “ Exceeds Expectations)
Quality of Work	<input type="text"/>	<input type="text"/>
Productivity / Efficiency	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Teamwork / Cooperation	<input type="text"/>	<input type="text"/>
Initiative / Problem Solving	<input type="text"/>	<input type="text"/>

## Strengths

Describe your key strengths and accomplishments.

## Areas for Improvement

Identify areas for development and growth.

## Goals for Next Review Period

Set measurable and achievable goals for the next review period.

## Additional Comments

Provide any other feedback or comments.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_