

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 â€“ Needs Improvement, 5 â€“ 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: _____