

# Self-Evaluation Form Sample

## Annual Performance Review

A **self-evaluation form sample** for annual performance review helps employees critically assess their achievements and areas for improvement. It promotes honest reflection and effective communication between staff and supervisors. Utilizing this template ensures a structured and comprehensive review process.

### Employee Information

**Name:**

**Position/Title:**

**Department:**

**Review Period:**

e.g. Jan 2023 - Dec 2023

### 1. Key Achievements

**Describe your main accomplishments this year:**

### 2. Goals Assessment

**How well did you meet your goals? What factors helped/hindered your progress?**

### 3. Strengths

**What do you consider your greatest strengths and contributions?**

### 4. Areas for Improvement

**What areas could be developed further? How will you address them?**

### 5. Professional Development

**What training, resources, or support would help you in your role?**

### 6. Feedback & Suggestions

Share any feedback for your supervisor or organization:

Employee Signature

Signature:

Date: