

Self-Evaluation Form Sample for Employees

Using a **self-evaluation form sample for employees** helps staff reflect on their performance and identify areas for improvement. This tool encourages honest feedback and personal growth within the workplace. Implementing such forms enhances communication between employees and management.

Employee Information

Name:

Department:

Position:

Review Period:

Performance Evaluation

1. Key Achievements:

Describe your main achievements during this review period.

2. Challenges Faced:

Discuss any challenges encountered and how you addressed them.

3. Goals Achieved:

List the goals you set and explain your progress in achieving them.

4. Areas for Improvement:

Identify skills or areas where you would like to improve.

5. Support Needed:

List any resources, training, or support you need from management.

Additional Comments

Add any additional comments or suggestions.

Submit Self-Evaluation