

# Self-Performance Assessment Form

Use this **self-performance assessment form** sample to help employees evaluate their own job performance effectively. It provides a structured format for self-reflection and goal setting, enhancing communication during reviews. This tool supports personal development and aligns individual achievements with organizational objectives.

## Employee Information

**Name:**

**Position/Title:**

**Department:**

**Review Period:**

## Key Responsibilities & Achievements

**Briefly describe your main job responsibilities and key achievements during this period:**

## Performance Assessment

Criteria	Self-Rating (1=Needs Improvement, 5=Excellent)	Comments
Quality of Work	1	
Productivity	1	
Communication	1	
Teamwork & Collaboration	1	
Initiative & Problem-Solving	1	

## Strengths & Areas for Improvement

**What do you consider your main strengths?**

**Areas where you believe improvement is needed:**

## Career Goals & Development Plan

**What are your career goals for the next review period?**

**What support or resources do you need to achieve these goals?**

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