

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	<div>1</div>	<div></div>
Productivity	<div>1</div>	<div></div>
Communication	<div>1</div>	<div></div>
Teamwork & Collaboration	<div>1</div>	<div></div>
Initiative & Problem-Solving	<div>1</div>	<div></div>

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?

Submit Self-Assessment