

Self-Evaluation Form Sample for Managers

Using a **self-evaluation form sample for managers** helps streamline the performance review process by providing a clear structure for assessing leadership skills. This form encourages managers to reflect on their achievements, challenges, and areas for growth. It is an essential tool for fostering professional development and enhancing team management effectiveness.

1. Basic Information

Name:

Review Period:

e.g., Jan 2024 - Jun 2024

Position/Department:

2. Key Achievements

Summarize your top 3-5 achievements during this review period:

3. Leadership & Management Skills

Describe how you demonstrated effective leadership and team management. Give examples:

Provide examples of effective decision-making under pressure:

4. Challenges & Areas for Improvement

Share any challenges faced and how you addressed them:

What areas do you believe you could improve?

5. Professional Development

What steps have you taken towards your professional development this period?

Outline your goals and development plans for the next review period:

6. Feedback & Support

What additional support or resources would help you and your team succeed?

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