



Employee Self-Evaluation Template

HashMicro HR | To be completed by the employee before the review meeting

Employee Details

Employee Name	[Full name]	Position Title	[Job title]
Department	[Department]	Manager	[Manager name]
Review Period	[DD/MM/YYYY to DD/MM/YYYY]	Completion Date	[DD/MM/YYYY]

Complete this form honestly and return it to your manager at least 48 hours before your review meeting.

Self-Rating: Key Performance Areas

Rate your own performance: 1 = Below Expectations, 3 = Meets Expectations, 5 = Outstanding

Quality & Accuracy of Work	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Add a brief comment or example to support your rating.					
Meeting Deadlines & Priorities	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Add a brief comment or example to support your rating.					
Communication & Collaboration	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Add a brief comment or example to support your rating.					
Initiative & Problem Solving	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Add a brief comment or example to support your rating.					
Adherence to Values & Conduct	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Add a brief comment or example to support your rating.					

Goal Achievement Self-Assessment

Goal Set at Last Review	Self-Rated Achievement	Evidence / Example
[Goal description]	[1-5]	[Outcome / evidence]
[Goal description]	[1-5]	[Outcome / evidence]
[Goal description]	[1-5]	[Outcome / evidence]
[Goal description]	[1-5]	[Outcome / evidence]

Key Achievements This Period

[List your top 3 achievements. Focus on outcomes and impact, not just activities.]

- [Achievement and its impact]
- [Achievement and its impact]
- [Achievement and its impact]

Areas for Development

Development Area	Why It Matters to You	Support Needed
[Skill / knowledge]	[Reason]	[Training / coaching / resources]
[Skill / knowledge]	[Reason]	[Training / coaching / resources]
[Skill / knowledge]	[Reason]	[Training / coaching / resources]

Goals for Next Review Period

Goal	Success Measure	Target Date
HASHMICRO [SMART goal]	[How you will measure success]	[DD/MM/YYYY]
[SMART goal]	[How you will measure success]	[DD/MM/YYYY]
[SMART goal]	[How you will measure success]	[DD/MM/YYYY]

Signatures

Manager Name & Signature	[Signature]	[Date]
Employee Name & Signature	[Signature]	[Date]
HR Representative (optional)	[Signature]	[Date]