

Employee Self-Assessment Template

Reflect honestly on your performance. Share with your manager before the review meeting.

Employee / Meeting Information

Employee Name:		Job Title:	
Department:		Review Period:	
Date Submitted:		Manager Name:	

Competency Self-Rating

Competency	Self-Rating (1–5)	Evidence / Example	Strength or Dev Ar	Support Needed?
Quality & Accuracy of				
Time Management & Prio				
Communication (Written				
Collaboration & Teamwo				
Adaptability & Resilie				
Problem Solving & Crit				
Initiative & Self-Moti				
Technical / Role-Speci				
Learning & Development				
Living Company Values				

Open-Ended Reflection

1. Top 2–3 achievements from this review period?
2. Challenges faced and how you handled them?
3. Areas you most want to improve next period?
4. Goals for the next review period?
5. Support / resources needed to achieve goals?
6. Additional comments for your manager:

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Rating Scale Legend

5 – Outstanding	Consistently exceeds all expectations; role model performance.
4 – Exceeds Expectations	Frequently surpasses targets and requirements.
3 – Meets Expectations	Consistently fulfills all job requirements.
2 – Needs Improvement	Partially meets expectations; development required.
1 – Unsatisfactory	Fails to meet basic requirements; immediate action needed.

Sign-Off & Acknowledgement

Employee Signature:	Date: