

Employee Self Evaluation

Name: _____ Date of Review: ___/___/___

Job Title: _____ Department: _____

Start Date of Position: ___/___/___ Review Period: _____

Direct Manager's Name: _____ Title: _____

Major Areas of Responsibility:

These usually relate to the major activities that you perform while on your job. Also, please note any noteworthy accomplishments.

Primary Performance Expectations: Responsibilities and Goals	Notes and Comments on Achievements and or Areas for Improvement

Performance Competencies:

These skills and behaviors are important to most employees. Additional skills and behaviors may be added if they are needed. Please review and consider how you may have demonstrated these in your job and what areas you can improve on.

Competency Area	Notes and Comments on Competency Areas and Suggestions for Areas of Improvement
Taking Responsibility: Completes assignments in an accurate and thorough timely manner.	
Customer Focus: Is dedicated and loyal to meeting customer expectations.	
Problem Solving and Creativity: Identifies and analyzes problems in an effective and efficient manner.	
Teamwork: Uses diplomacy to maintain a harmonious working environment.	
Communication Skills: Is able to effectively communicate to meet organizational goals; shares information openly.	

Growth and Development Plan:

Please describe two or three of your strengths and two growth or development opportunities that you would like to work on.

Strengths:	
Growth and Development Opportunities:	
What is the plan of action for the employee?	
How can the manager support these growth opportunities?	

Employee's Signature: _____ Date: __/__/__

Manager's Signature: _____ Date: __/__/__