# Employee Self-Assessment Form

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| **Employee’s Name:** |
| **Title:** |
| **Manager:** |
| **Date:** |

If this form is part of an annual performance review, discuss the form with your manager and then select and answer those questions that most apply to you. Note that this form also includes some preparation questions to consider for the next year.

Please complete and return this employee self-assessment form and submit a copy to your manager by \_\_\_\_\_\_\_\_\_\_

**1. How did you do on the goals set for you during your last performance appraisal? Which goals did you meet? Which goals fell short?**

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**2. Which achievement are you most proud of this year?**

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**3. What are your short-term and long-term goals with the company and for your career?**

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**4. What has been the most challenging aspect of your work this year and why?**

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**5. Which responsibilities/tasks of your job do you enjoy the most and the least? Please explain why.**

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| **6. What are your ideal working conditions to be the most productive and happy at work? List up to 5 criterias, (i.e. working hours, office space, etc).**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **7. What strengths/skills do you have that we could use more effectively? Please list up to 5 skills sets.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**8. What is your ideal position at this company? How would your responsibilities change?**

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**9. Employee self-rating: please mark your personal rating for each of the following skill sets:**

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| **Skill set** | **Improving** | **Satisfactory** | **Outstanding** |
| Technical skills |  |  |  |
| Technical knowledge |  |  |  |
| Quality of work |  |  |  |
| Productivity |  |  |  |
| Business development |  |  |  |
| Project management |  |  |  |
| Time management |  |  |  |
| Attendance |  |  |  |
| Organizational skills |  |  |  |
| Interpersonal skills |  |  |  |
| Communication skills |  |  |  |
| Leadership skills |  |  |  |
| Professionalism |  |  |  |

**10. Is there anything you would like to comment or elaborate on in your self-evaluation?**

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