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| Free Self-Assessment Form | | | | | | | |  | **Submit to Manager By:** |
| **June 15, 2025** |
|  | | | | | | | | | |
| **Employee Name:** | **John Doe** | | | |  | **Position/Role:** | | | **Sales Account Executive** |
|  | |  | | |  |  | | |  |
| ***Note:****Please rate your performance in each area by selecting the option that best reflects your self-assessment (e.g., Needs Improvement, Fair, Good, Very Good, Excellent).* | | | | | | | | | |
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| **Self-Assessment Areas** | | | | **Rating** | | **Notes** | | | |
| I communicate clearly and professionally with colleagues and clients. | | | | Very Good | | I’ve improved my written communication and regularly share updates. | | | |
| I manage my time effectively and meet deadlines consistently. | | | | Good | | I meet deadlines but sometimes need help prioritizing tasks. | | | |
| I take initiative and seek out opportunities to contribute beyond my assigned tasks. | | | | Excellent | | I led a new project that improved team efficiency. | | | |
| I collaborate well with others and contribute positively to team dynamics. | | | | Very Good | | I support my team and help resolve conflicts when needed. | | | |
| I solve problems independently and seek solutions proactively. | | | | Good | | I handle most issues but still consult my manager for complex cases. | | | |
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| **Overall Comments:** | | | | | | | | | |
| Over the past review period, I’ve made meaningful contributions to both individual and team goals. I’ve taken initiative in streamlining internal processes and have grown more confident in communicating with clients and colleagues. While I’ve made progress in time management and problem-solving, I recognize there’s still room for improvement. I’m committed to continuing my development and contributing to the team’s success in the next review cycle. | | | | | | | | | |
|  | | | | | | | | | |
| Employee Signature: | | | John Doe | |  | | Date: | | June 10, 2025 |
|  | | |  | |  | |  | |  |