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| Employee Self-Evaluation Template |
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| Employee Name: |  |  | Position/Role: |  |
| Department: |  |  | Review Period: |  |
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| *Note: Please rate your performance in each area by checking the box that best represents your self-assessment.* |
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| Self-Assessment Areas | Needs Improvement | Fair | Good | Very Good | Excellent |
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| **Open-Ended Questions** |  |  |  |  |  |
| **What accomplishments are you most proud of during this review period?** |
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| **What areas do you feel you need to improve on?** |
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| **What support or resources would help you perform better?** |
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| **What are your goals for the next review period?** |
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