

Employee Self Evaluation

Employee Information

Employee Name: _____

Job Title: _____ Date: _____

Manager: _____ Review Period: _____

Goals

Describe the goals you had set out to accomplish for this time period:

Which goals did you accomplish?

Which goals did you not accomplish and why not?

Which other objectives did you meet, beyond your stated goals?

Which achievements are you most proud of?

Risks and Expectations

What kind of risks did you take during the time span of this evaluation?

Were the risks worthwhile? Please explain why or why not.

What are your expectations for the next evaluation time span?

What can your manager do to help you achieve your future goals?

What are your goals for the next evaluation? Please be clear and concise.

Comments

Additional Comments:

I have reviewed this Self Evaluation Form with the above employee.

Employee Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____