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Self-assessment templates

Open-ended evaluation

Employee Name:

Employee Position:

Supervisor:

Date:

Assess your job performance over the past [performance review period] and provide answers to the following questions.

Return the evaluation to your supervisor no later than [date].

1. Are there parts of your job that you wish you could do less or more of?
2. What contributions or achievements have you made during this review period?
3. Do you have skills that aren't fully utilized in your current role?
4. Are there responsibilities on your job description that you no longer hold?
5. How would you improve your department?
6. How would you improve your performance?
7. Name 1-3 goals that you hope to achieve by the next review period.
8. List 1-5 long-term career goals.
9. Are there any resources that would help you improve your performance?
10. What skills could you develop through education, training or mentorship?



[Company Logo Delete or Replace]

Combined evaluation template

Name: _____

Date: _____

Position: _____

Supervisor: _____

Review Period:

Instructions:

Please complete the following self-evaluation carefully and completely. Return to your supervisor by [date]. Your participation in this evaluation helps us make a fair and comprehensive review of your performance during this review period.

1. What do you consider the most significant accomplishments you have made during this review period?
2. Do you have any skills that aren't fully utilized in your current role?
3. What were your goals from the last review period, and what progress have you made toward accomplishing them? (If you were hired during this period, reflect on what goals you began with and how they are progressing.)
4. List two goals for the next review period. How can we help support you in accomplishing these goals?

Using the scale below, please rate yourself on the following:

- 1 – Strongly disagree
- 2 – Disagree
- 3 – Do not agree or disagree
- 4 – Agree
- 5 – Strongly agree

5 4 3 2 1 I enjoy most aspects of my job.

5 4 3 2 1 I feel overworked on a daily basis.

5 4 3 2 1 I always meet my deadlines.



[Company Logo Delete or Replace]

5 4 3 2 1 I feel like a valued part of my team.

5 4 3 2 1 I feel happy coming to work most days.

5 4 3 2 1 My manager offers me the support I need.

5 4 3 2 1 Everyone on our team takes on equal responsibilities.

5 4 3 2 1 I receive regular feedback on my work.

If you have any comments or concerns, please feel free to address them in the space below.

Self-assessment sample

Name: Steve Caum

Position: Copywriter

Supervisor: Caleb Jones

Date: 3-6-23

Assess your job performance for 1Q 2023 and provide answers to the following questions. Return the evaluation to your supervisor no later than 3/13/23.

Rate your agreement using the following scale:

- 1 – Strongly disagree
- 2 – Disagree
- 3 – Do not agree or disagree
- 4 – Agree
- 5 – Strongly agree

1. I enjoy the majority of the responsibilities and tasks associated with my position.

Rating: 4

Comments:

2. There are specific parts of my role that I prefer over others.

Rating: 4

Comments: I much prefer the actual writing part of my daily work. While I am proficient at editing the work of my team, it is not my favorite task.



[Company Logo Delete or Replace]

3. My job description is an accurate representation of my role and responsibilities.

Rating: 4

Comments:

4. I have contributed to my department and the company in a way that I'm proud of over the last quarter.

Rating: 4

Comments:

5. I have met my established goals over the last quarter.

Rating: 3

Comments: Though I don't feel like my performance has been poor, I am unhappy with the amount of work I'm able to accomplish in a day. I have been actively working toward improving my productivity by experimenting with different methods and strategies.

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