

# Self-evaluation template



Team member name: \_\_\_\_\_

Team member role: \_\_\_\_\_

Manager name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

**1** What are your three biggest accomplishments of the last period and why?

①

②

③

**2** What were the three biggest challenges of the last period and why?

①

②

③

**3** List three areas of improvement for the upcoming period.

①

②

③

Rate your performance in each area using the following scale:

1	2	3	4
Needs development	Consistently meets expectations	Often exceeds expectations	Consistently exceeds expectations

If applicable, write about your specific achievements, challenges, or goals.

4 Teamwork & collaboration

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How would you describe your performance?

5 Quality of work & achievements

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How would you describe your performance?

6 Communication

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How would you describe your performance?

7 Creativity & innovation

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How would you describe your performance?

8 Problem-solving & critical thinking

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How would you describe your performance?

9 Flexibility & adaptability

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How would you describe your performance?

10 Time management & organizational skills

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How would you describe your performance?

11 Leadership skills

How would you describe your performance?

12 List three goals you want to accomplish during the upcoming period.

1

2

3

13 What can your manager do to help you achieve these goals?

How would you describe your performance?

14 Is there anything else you'd like to share with your manager?

How would you describe your performance?