

Employee Self-Evaluation Template

Use this template to help employees reflect on their performance, growth, and goals before a review meeting. Can be used standalone or as part of a 360 review process.

Section 1: Key Achievements

Prompt: List your major accomplishments during this review period.

- Project completions, milestones, or KPIs met
- Positive feedback received from peers or clients
- New skills or certifications acquired

Your Response:

Section 2: Challenges & Areas for Improvement

Prompt: What challenges did you face, and how did you handle them? What areas do you feel you could improve?

- Obstacles or stretch goals
- Skills or behaviors needing development

Your Response:

Section 3: Feedback Reflection

Prompt: Reflect on feedback you've received from others (managers, peers, clients).

- Key takeaways or recurring themes
- Actions you've taken as a result

Your Response:

Section 4: Collaboration & Teamwork

Prompt: Describe how you've contributed to your team or collaborated cross-functionally.

- Communication practices
- Contributions to team goals

Your Response:

Section 5: Goals & Development

Prompt: What are your goals for the next 3–6 months? How would you like to grow?

- Technical, soft skills, or leadership development
- Desired support from manager or company

Your Response:

Section 6: Additional Comments

Prompt: Anything else you'd like to share that's relevant to your performance, team, or role?

Your Response:

Pro Tip for HR: Encourage employees to complete this form at least 1 week before their review meeting to allow managers to prepare with context.