

Administrative Assistant Self-Review Questionnaire

Personal Details

Name

Review Period

Reviewer

1. Key Responsibilities & Performance

Summarize your main duties and how you have met them during this review period.

Highlight your notable achievements and contributions.

2. Skills Assessment

Describe areas where you excel (e.g. organization, communication, teamwork).

Identify areas for improvement and steps you have taken or plan to take.

3. Professional Development

List any training, workshops, or courses attended during this period.

What additional skills or training would help you in your role?

4. Challenges & Support

Describe any challenges faced and how you addressed them.

What support or resources would help you perform better?

5. Goals & Future Plans

List your goals for the next review period.

How can the organization help you achieve these goals?