

Annual Employee Self-Evaluation

Personal Information

Employee Name

Job Title

Department

Date

Performance Summary

List your key responsibilities:

Summarize your achievements this year:

Goals Assessment

What goals did you set last year? Did you achieve them?

Strengths

What do you consider your greatest strengths in your role?

Areas for Improvement

What areas would you like to improve?

Professional Development

What training or support would help your growth?

Additional Comments