

Human Resources Staff Self-Evaluation Form

Personal Information

Full Name

Position/Title

Department

Date

Evaluation Period

1. Key Responsibilities and Achievements

Describe your primary responsibilities and key achievements over the evaluation period.

2. Performance Assessment

Evaluate your performance in relation to your objectives or KPIs.

What do you consider to be your main strengths?

Which areas do you believe need improvement?

3. Professional Development

List any training, courses, or skills you have developed during this period.

Identify any training or development needs for the coming year.

4. Goals and Plans

State your goals and plans for the next evaluation period.

5. Additional Comments