

We are doing a self evaluation review for you to self-assess and reflect your performance, achievements, challenges, etc. You are requested to answer the questions clearly and truthfully. Thank you for your participation.

Employee Details			
Name	Designation	Employee ID	Team

Other details about the review			
Manager's Name	Employee ID	Date	Date last reviewed

Goals		
List down the goals you had set in the last review period and describe your progress.		
No.	Goals	Status

Challenges		
What were the challenges you faced, and how are you planning to overcome them in the future?		
No.	Challenge	Solutions

Targets			
What are your short term and long term goals and what do you need to achieve them?			
No.	Goals	Deadline	Tools/training/budget requirements

What are your strengths and weaknesses?	
Strengths	Weaknesses

What are the areas of your work that need improvement and how do you plan to improve them?	
Areas that require improvement	Ways to improve them

Skills, Learnings & Trainings			
Skills Acquired	Learnings	Trainings Attended	Trainings Needed

Mention the responsibilities you have taken up in addition to those in your job description.

Where do you see yourself in the organization in the future? What are your career aspirations?

Is your team supportive of you? Are your contributions accepted and recognized?