**Employee Self-Assessment Form**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:`** | John Doe | **Supervisor:** | Rahul |
| **Position/Title:** | Sales Associate | **Department:** | Sales |
| **Review Period:** |  | **Date of Submission:** |  |

**Section 1: Job Responsibilities**

*(List your main duties and rate your performance for each.)*

|  |  |  |
| --- | --- | --- |
| **Key Responsibility** | **Self-Rating (1–5)** | **Comments / Achievements** |
|  |  |  |
|  |  |  |

**Rating Scale:** 1 – Needs Improvement 2 – Fair 3 – Satisfactory 4 – Good 5 – Excellent

**Section 2: Performance and Achievements**

|  |  |
| --- | --- |
| **Question** | **Employee’s Response** |
| What were your main accomplishments this review period? |  |
| Which goals did you achieve or exceed? |  |
| Which goals were not met, and why? |  |

**Section 3: Strengths and Areas for Improvement**

|  |  |
| --- | --- |
| **Area** | **Comments** |
| Strengths / What do you do well? |  |
| Areas that need improvement |  |
| How do you plan to improve in these areas? |  |

**Section 4: Goals for Next Review Period**

|  |  |  |
| --- | --- | --- |
| **Goal Description** | **Target Completion Date** | **Resources Needed** |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 5: Training & Development**

|  |  |
| --- | --- |
| **Question** | **Employee’s Response** |
| What new skills would you like to develop? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What training or support do you need from the organization? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section 6: Overall Self-Evaluation**

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Self-Rating (1–5)** | **Comments** |
| Quality of Work |  |  |
| Productivity |  |  |
| Communication |  |  |
| Teamwork |  |  |
| Initiative |  |  |
| **Average Rating** |  |  |

**Section 7: Employee Declaration**

I confirm that the information provided in this self-assessment is true and reflects my performance during the review period.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_