

Employee Self-Assessment Template

This template helps employees reflect on their achievements, challenges, and development goals before the performance review conversation.

Section 1: Basic Information

- Name:
- Role / Department:
- Manager:
- Review Period:

Section 2: Key Achievements

- What are the top 3 accomplishments you're most proud of this period?
- What goals or projects did you complete successfully?

Section 3: Challenges Faced

- What were the biggest challenges or roadblocks you encountered?
- How did you address or learn from them?

Section 4: Strengths

- What do you believe are your biggest strengths at work?
- Where do you feel you added the most value?

Section 5: Areas for Growth

- What areas would you like to improve or develop further?
- Any skills you'd like to learn or enhance?

Section 6: Support & Feedback

- What support do you need from your manager or team?
- Do you have any feedback about your role, team, or company?

Section 7: Career Development

- What are your short-term and long-term career goals?
- Are there projects or roles you're interested in exploring?