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| **Company Name**  **<Year in Review> Employee Self-Evaluation** | |
| Employee Name: | Date of Hire: |
| Job Title: | Review Period: |
| Supervisor: | Department: |

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| **SMART Goal Self-Evaluation**  **(Specific, Measurable, Action Oriented, Results Focused, Time Bound)** |
| 1. Outline your <year> SMART goals: |
| 1. Which SMART goals did you complete? |
| 1. Which SMART goals did you not complete and why? |
| 1. What significant contributions or achievements have you made during this review period that were not part of your goals? |

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| **Performance Self-Evaluation** | **Employee Rating (1-5)** | **Comments – Describe your self-rating** |
| 1. Communication: Sharing ideas and information across departments |  |  |
| 1. Achieving Results: Acting in ways that help deliver results |  |  |
| 1. Demonstrating Teamwork: Working effectively with others to achieve team goals |  |  |
| 1. Developing Quality Work: Working efficiently and following established processes and procedures |  |  |

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| **Employee Feedback** |
| 1. Are there parts of your job you would like to do more or less of? |
| 1. Are there responsibilities noted in your job description you no longer hold? Or any current responsibilities that are not reflected in your job description? |
| 1. What can your manager do to help you in your career? What sort of assistance can we provide to help you with your professional development? |
| 1. Do you have skills that aren’t being fully utilized in your current role? If yes, what are they? |
| 1. What skills would you like to develop over the next year? |

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