EMPLOYEE PERFORMANCE SELF-EVALUATION REVIEW

ANNUAL / SEMI-ANNUAL REFLECTION, CORE COMPETENCIES RATING & CAREER GOAL ROADMAP

EMPLOYEE NAME: _____ **JOB TITLE:** _____ **DEPARTMENT:** _____

MANAGER / LEAD: _____ **REVIEW PERIOD:** [ ] Q1 [ ] Q2 [ ] Q3 [ ] Q4 / 20__ **EVALUATION DATE:** _____/_____/20____

1. CORE JOB COMPETENCIES & SELF-RATING (1: Unsatisfactory | 3: Proficient | 5: Exceptional)

EVALUATION CRITERIA & PERFORMANCE PILLAR	SELF-ASSESSMENT SUMMARY & EVIDENCE OF IMPACT	SCORE [1-5]
Job Knowledge & Execution Demonstrated mastery of technical domain, quality of execution, and thoroughness.		**[/ 5]**
Communication & Teamwork Cross-functional collaboration, transparency, constructive feedback, team culture.		[/ 5]
Problem Solving & Initiative Proactive issue diagnosis, creative solutions, ownership of complex challenges.		[/ 5]
Reliability & Time Management Punctuality on project deadlines, accountability, balancing competing priorities.		[/ 5]

2. MAJOR ACCOMPLISHMENTS & QUANTIFIABLE CONTRIBUTIONS

1. _____
2. _____
3. _____
4. _____

3. PROFESSIONAL DEVELOPMENT & GOALS FOR NEXT REVIEW CYCLE

G1. _____

G2. _____

G3. _____

4. MANAGEMENT SUPPORT & RESOURCES NEEDED TO SUCCEED

_____

_____

EMPLOYEE ACKNOWLEDGMENT & SIGNATURE:

Signature: _____ Date: ____/____/20__

MANAGER ACKNOWLEDGMENT & SIGNATURE:

Signature: _____ Date: ____/____/20__