EMPLOYEE PERFORMANCE ANNUAL SELF-EVALUATION REVIEW

CORE ACCOMPLISHMENTS, COMPETENCY RATINGS, CHALLENGES & UPCOMING PROFESSIONAL DEVELOPMENT GOALS

EMPLOYEE NAME: _____ **JOB TITLE:** _____ **REVIEW PERIOD: Q___ / 20____**

DEPARTMENT / TEAM: _____ **EVALUATING MANAGER:** _____ **SUBMISSION DATE:** _____/_____/20____

1. TOP KEY DELIVERABLES & HIGH-IMPACT ACCOMPLISHMENTS ACHIEVED

HIGHLIGHT YOUR 3 GREATEST CONTRIBUTIONS & VALUE-ADD IMPACT THIS REVIEW CYCLE:

Accomplishment 1: _____

Accomplishment 2: _____

Accomplishment 3: _____

2. CORE COMPETENCIES & PROFESSIONAL SKILLS SELF-EVALUATION

CORE COMPETENCY PILLAR	PERFORMANCE CRITERIA & EVIDENCE	SELF-RATING (1-5)
Job Knowledge & Technical Mastery	Demonstrates deep subject expertise, quality code/work, and rigorous standards.	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5
Productivity & Execution Speed	Consistently hits project deadlines, prioritizes high-ROI tasks, and manages time w	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5
Collaboration & Cross-Functional Teamwork	Communicates transparently, supports team peers, and builds positive relationship	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5
Problem Solving & Critical Thinking	Identifies root causes, proposes data-backed solutions, and adapts to challenges.	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5
Initiative, Ownership & Continuous Learning	Seeks proactive improvements, accepts feedback constructively, and expands skill	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5

3. GROWTH OPPORTUNITIES, RESOURCE NEEDS & SMART GOALS FOR NEXT CYCLE

CHALLENGES FACED & MANAGER SUPPORT NEEDED:

Primary Obstacle: _____

Skills / Training Desired: _____

Tools / Resources Requested: _____

TARGET SMART OBJECTIVES FOR NEXT QUARTER/YEAR:

Goal 1: _____

Goal 2: _____

Success Metric: _____

EMPLOYEE ATTESTATION & PERFORMANCE REVIEW MEETING ACKNOWLEDGMENT:

Employee Signature: _____ Manager Review Signature: _____

Date Submitted: _____/_____/20____ 1-on-1 Review Discussion Date: _____/_____/20____