| **Employee self-evaluation template** | | | |
| --- | --- | --- | --- |
| Employee name |  | Position in the company |  |
| Employee ID |  | Department |  |
| **Current responsibilities** | | | |
| Describe your current responsibilities | | | |
|  | | | |
| How would you evaluate your performance? | | | |
|  | | | |
| What would you like to change regarding your job responsibilities? | | | |
|  | | | |
| **Individual goals** | | | |
| Describe your current accomplishments and weaknesses | | | |
|  | Example 1 | Example 2 | Example 3 |
| Accomplishments |  |  |  |
|
| Weaknesses |  |  |  |
|
| **Additional comments** | | | |
|  | | | |
| Employee signature |  | Today’s date |  |