# Self-assessment review template

| Employee name |  | Review period |  |
| --- | --- | --- | --- |
| Department |  | Date of review |  |

| Performance and achievements | |
| --- | --- |
| Examples of good performance | Examples of bad performance |
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| What were the highlights of your performance during this evaluation period? | What were the main obstacles that kept you from completing your tasks properly during this evaluation period? |
|  |  |

| Job preferences | | |
| --- | --- | --- |
| What aspects/tasks do you enjoy the most? | What aspects/tasks do you enjoy the least? | What tasks would you like to do (that you haven’t done so far)? |
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| Goals for the next performance period | |
| --- | --- |
| What goals will you set for the next performance period? |  |
| Do you need help with achieving your goals (from managers or coworkers)? |  |
| What classes, workshops or training programs can help you reach your goals? |  |

| Employee signature | Manager signature |
| --- | --- |
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