**EMPLOYEE SELF-EVALUATION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EMPLOYEE INFO | | | | | |
| EMPLOYEE NAME |  | | **DEPARTMENT** |  | |
| EMPLOYEE ID |  | | **POSITION HELD** |  | |
| REVIEW PERIOD | |  | **DATE OF REVIEW** | |  |
| CURRENT RESPONSIBILITIES | | | | | |
| *List key responsibilities.* | | | | | |
|  | | | | | |
| *Assess your performance in relation to your key responsibilities.* | | | | | |
|  | | | | | |
| PERFORMANCE GOALS | | | | | |
| *List performance and work objectives.* | | | | | |
|  | | | | | |
| *Assess your performance in regard to previously set performance and work objectives.* | | | | | |
|  | | | | | |
| CORE VALUES | | | | | |
| *Assess your performance in relation to core values.* | | | | | |
|  | | | | | |
| COMMENTS AND APPROVAL | | | | | |
| *Include any additional comments.* | | | | | |
|  | | | | | |
|  | | | | | |
| EMPLOYEE SIGNATURE |  | | | | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |