Annual Performance Self-Evaluation Template

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Use this structured template to reflect on your achievements, areas for growth, and goals. Fill in each section thoughtfully and honestly.

Basic Information

Name: _____

Job Title: _____

Department: _____

Evaluation Period: _____

Supervisor: _____

1. Key Responsibilities and Achievements

My response / evidence: _____

• List your core responsibilities. Describe your most significant accomplishments in each area. • Highlight metrics, results, and outcomes where possible. Fictional example: Coordinated a team project and documented customer feedback. Use a percentage only if your own records support it.

2. Core Competencies

My response / evidence: _____

Assess yourself in the following areas. Provide examples or evidence for each. - Communication: _____ - Teamwork and Collaboration: _____ - Problem Solving: _____ - Initiative and Innovation: _____ - Adaptability: _____

3. Professional Development

My response / evidence: _____

• What new skills or knowledge have you gained this year? • List any courses, certifications, or learning experiences. • How have these helped you in your role?

4. Challenges and Areas for Improvement

My response / evidence: _____

• What challenges did you face? • Identify areas where you'd like to improve or need support. • What steps will you take to grow?

5. Goals for the Upcoming Year

My response / evidence: _____

• Set 3–5 measurable goals aligned with your role and the company's priorities. • Include timelines or metrics where possible. Example goal: By the agreed review date, complete relevant training and document one improvement to the process. Set a numeric target only after establishing a baseline.

6. Additional Comments

My response / evidence: _____

Use this space to share anything not covered above.