

# Self-Assessment Evaluation Report

## Personal Information

Employee Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

## 1. Key Responsibilities & Achievements

Summarize your main responsibilities and outline your key achievements during this evaluation period.

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## 2. Strengths and Skills

Discuss your core strengths, skills, and areas where you excel.

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## 3. Areas for Improvement

Identify opportunities for personal and professional growth.

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## 4. Goals for the Next Period

List specific and measurable goals for the upcoming evaluation period.

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## 5. Support & Resources Needed

Mention any tools, support, or resources required to achieve your goals.

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## 6. Additional Comments

Include any other comments or observations relevant to your performance and development.

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### **Important Notes:**

- This document is confidential and should be completed honestly and thoughtfully.
- Self-assessment provides an opportunity for reflection and open discussion with supervisors.
- Focus on specific achievements and concrete examples wherever possible.
- Align your goals with department and organizational objectives.
- Submit the completed form by the indicated deadline.