

Employee Self-Assessment Submission Format

Employee Name:

[Enter your full name]

Employee ID:

[Enter your employee ID]

Department:

[Enter your department]

Assessment Period:

[e.g., Jan 2024 - Jun 2024]

Job Title:

[Enter your official job title]

1. Key Responsibilities & Achievements

1. **Responsibility/Achievement:**

[Describe your primary responsibility or key achievement]

2. **Responsibility/Achievement:**

[Describe another achievement or responsibility]

2. Goals Set & Progress

1. **Goal:**

[Describe the goal you set]

Progress:

[Summarize your progress towards this goal]

2. **Goal:**

[Describe another goal]

Progress:

[Summarize your progress]

3. Strengths & Areas for Development

Key Strengths:

[List and describe your strengths]

Areas for Development:

[List and describe areas for your growth]

4. Support & Resources Needed

[Describe resources, support, or training needed for your development and performance improvement]

5. Additional Comments

[Add any other relevant comments or feedback]

Employee Signature:

[Type your name or provide signature]

Date:

[Enter date of submission]

Important Notes

- Be honest and objective in your self-assessment.
- Focus on both achievements and areas for growth.
- Provide specific examples where possible.
- Use this document as an opportunity to reflect and set clear future goals.
- All information provided should be accurate and relevant to your role and performance period.