

# EMPLOYEE SELF-ASSESSMENT TEMPLATE

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**NAME**

**DEPARTMENT/UNIT**

**JOB/ROLE**

**PERIOD FOR SELF-REVIEW**

**DATE OF SELF-REVIEW SUBMISSION**

Below, provide details and examples of your accomplishments during the review period. Include status/outcomes related to the organization's goals and objectives set for the review period.

Treat this as an opportunity to self-assess your work performance to facilitate a substantial conversation with your supervisor regarding the overall review process. Submit this information to your supervisor prior to your performance review. Additionally, submit any documentation supporting your accomplishments.

SELF-ASSESSMENT AREAS	NOTES/EXAMPLES
<b>Job-Specific Knowledge</b> Do you possess and apply the expertise, experience and background to accomplish solid results in your job? Do you complete assigned work effectively and efficiently?	
<b>Job-Specific Skills</b> Do you demonstrate the aptitude and competence to carry out the responsibilities associated with this job, and do you fully meet expectations for results related to this job?	
<b>COMPETENCIES</b>	
<b>Adaptability</b> To what degree are you flexible and receptive regarding new ideas and approaches? How easily do you adapt to plans, goals, actions, or priorities in response to unexpected events, and the fluctuating demands of your job?	
<b>Collaboration</b> How effectively do you build positive relationships? How willing are you to learn from others? To what degree do you recognize how personal behaviors and emotions impact others?	
<b>Communication</b> How effectively are you able to clearly and respectfully convey your thoughts? Do you demonstrate effective listening skills?	

<p><b>Leadership Qualities</b> To what degree are you self-motivated and able to build the trust of others, and inspire them to work toward a common goal? How effectively do you acknowledge the contributions of others?</p>	
<p><b>Integrity</b> How effectively do you exhibit the ability to make the right decisions for the right/ethical reasons? To what degree do you practice honesty/integrity in fulfilling your work responsibilities?</p>	
<p><b>Inclusivity</b> To what degree do you promote an inclusive environment for all by showing respect for differences in lifestyles, viewpoints, race, nationality, ethnicity, religion, beliefs, sexual orientation, disability, and age?</p>	
<p><b>Responsiveness</b> To what degree are you accessible to others? Do you reach out in a timely and responsive manner? Are you diplomatic, courteous, and welcoming?</p>	
<p><b>Results</b> To what degree do you identify goals aligned with the organization's strategic direction, and achieves results? Do you persist through significant difficulties to achieve those goals?</p>	
<p><b>Initiative</b> How well would you say that you anticipate needs, engage in problem-solving, and take action without explicit instructions? To what degree do you take initiative to discover new work challenges, or to influence events leading to the organization's success?</p>	
<p><b>Development</b> To what degree do you demonstrate a commitment to improvement of your knowledge and skills? What steps do you take for how to improve and develop your skills?</p>	
<p><b>Accomplishments</b> What are your major accomplishments during this review period?</p>	
<p><b>Growth</b> Identify areas for your development, self-improvement, and other areas for professional and personal growth that you can accomplish in the next review period.</p>	

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