**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9431&utm_source=template-word&utm_medium=content&utm_campaign=Employee+Self-Evaluation-word-9431&lpa=Employee+Self-Evaluation+word+9431)Employee Self-Evaluation Template**

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| **Employee Name** |
|  |
| **Position / Title** |
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| **Employee ID** |
|  |
| **Department** |
|  |
| **Review Period** |
|  |
| **Date of Review** |
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|  |
| **Current Responsibilities** |
| **List Key Responsibilities** |
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| **Assess Your Performance Concerning Your Key Responsibilities** |
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| **Key Achievements** |
| **Highlight Your Most Significant Accomplishments Since the Last Review** |
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| **Performance Goals** |
| **List Performance and Work Objectives** |
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| **Assess Your Performance Related to Previously Set Performance and Work Objectives** |
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| **Core Values and Competencies** |
| **Assess Your Performance Related to Core Values and Competencies** |
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| **Final Thoughts and Areas for Support** |
| **What Support or Resources Would Help Improve Your Performance?** |
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| **What Additional Feedback Would You Like to Share About Your Role or Work Environment?** |
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| **Employee Signature** |
|  |
| **Date** |
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