

# Blank Self-Evaluation Performance Template

Employee Name

Position/Title

Review Period

## 1. Major Responsibilities & Achievements

Describe your main duties and any notable accomplishments...

## 2. Strengths

Highlight your strengths and things you've excelled at...

## 3. Areas for Improvement

Identify areas where you can improve...

## 4. Goals for Next Period

Set specific goals you want to achieve in the next review period...

## 5. Additional Comments

Any additional feedback or self-reflection...