

Employee Self-Assessment Report

Employee Information

Name

Employee ID

Department

Position/Title

Date

1. Key Responsibilities

List your primary duties and responsibilities.

2. Achievements & Contributions

Briefly describe your accomplishments during the review period.

3. Challenges & Areas for Improvement

List any significant challenges faced and areas where you see opportunities for improvement.

4. Goals for Next Period

Outline your professional goals for the upcoming review period.

5. Additional Comments

Provide any additional information or feedback.