

Self-evaluation template

Name:	
Position:	
Line manager:	
Department:	
Date of review:	

Work performance, strengths and accomplishments

1. In which tasks or areas have you performed particularly well in your role?

--

2. Which achievements in your role are you most proud of?

--

3. How effectively did you meet the objectives set for your role?

--

Self-evaluation template

4. What were your key accomplishments within your team and the wider organisation?

5. How have you contributed to the success of your team and your organisation?

6. How have you demonstrated initiative within your role?

7. How would you assess your overall performance since your last review?

8. Have you made any notable improvements in your role since your previous evaluation?

Self-evaluation template

Work challenges and weaknesses

1. In which areas of your role do you feel you would benefit from more support?

2. Were there any goals in your role you were unable to achieve? What were the obstacles?

3. Have there been any aspects of your role where you struggled to perform at your best? What contributed to this?

4. What specific challenges have you faced in your role, and how did you overcome them?

Self-evaluation template

5. What support or resources would enable you to perform more effectively in your role?

6. Are there any barriers within your organisation that are preventing you from progressing?

7. Do you have any under-used skills or knowledge that could contribute more to your team or role?

Self-evaluation template

Growth and development

1. What could you do to improve areas of your role where you feel less confident?

2. What skills or knowledge would you like to further develop?

3. What learning or development opportunities would be most valuable for your role?

4. How well do your current skills align with the requirements of your role?

Self-evaluation template

5. In which areas of your role do you feel further training would be helpful?

6. How have you used feedback from your team or manager to improve your performance?

7. What actions could you take to continue growing professionally within your organisation?

Self-evaluation template

Job satisfaction and work culture

1. What do you most enjoy about your role in your team and organisation?

2. Which aspects of your role do you find least satisfying, and why?

3. What changes could be made to make your role more manageable or rewarding?

4. Are there any parts of your role you would like to remove or delegate, and why?

Self-evaluation template

5. How well does your current role support your longer-term career aspirations within the organisation?

6. Do you feel your behaviour aligns with your organisation's expectations?

7. How well do you understand and reflect your organisation's core values in your day-to-day work?

Self-evaluation template

Teamwork

1. Have you built any notable professional relationships recently?

2. How effectively do you communicate with your team members and other colleagues?

3. Do you believe your approach to work positively contributes to your team's morale?

4. What are some examples of situations where you effectively collaborated with your team?

Self-evaluation template

5. What could you do to improve the way you collaborate with your team?

6. Are there any sticking points in your team and what can be done to resolve them?

Self-evaluation template

Goals and career aspirations

1. What goals would you like to set for yourself in your current role?

2. What career milestones are you aiming to reach over the next three years within your organisation?

3. What professional achievements are you hoping to accomplish in the next year?

4. What kind of support would help you successfully achieve these goals?

Self-evaluation template

Further comments

Employee signature:

Date: