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| Self-Evaluation Sample Template |
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| Employee Name:  |  | Position/Role:  |
| Department:  |  | Review Period:  |
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| *Note: For each performance area, check the box that best describes how you view your performance.* |
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| **Self-Assessment Areas** | **Needs Improvement** | **Fair** | **Good** | **Very Good** | **Excellent** |
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| **Open-Ended Questions** |
| What accomplishments are you most proud of during this review period? |
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| What areas do you feel you need to improve on? |
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| What support or resources would help you perform better? |
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| What are your goals for the next review period? |
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