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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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