

Employee self-evaluation template			
Employee name		Position in the company	
Employee ID		Department	
Current responsibilities			
Describe your current responsibilities			
How would you evaluate your performance?			
What would you like to change regarding your job responsibilities?			
Individual goals			
Describe your current accomplishments and weaknesses			
	Example 1	Example 2	Example 3
Accomplishments			
Weaknesses			
Additional comments			
Employee signature		Today's date	