**EMPLOYEE SELF-EVALUATION TEMPLATE **

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| **EMPLOYEE NAME** |
|   |
| **POSITION/TITLE** |
|   |
| **EMPLOYEE ID** |
|   |
| **DEPARTMENT** |
|   |
| **REVIEW PERIOD** |
|   |
| **DATE OF REVIEW** |
|   |
|  |
| **CURRENT RESPONSIBILITIES** |
| **LIST KEY RESPONSIBILITIES** |
|   |
| **ASSESS YOUR PERFORMANCE IN RELATION TO YOUR KEY RESPONSIBILITIES**  |
|   |
|  |
| **PERFORMANCE GOALS** |
| **LIST PERFORMANCE AND WORK OBJECTIVES** |
|   |
| **ASSESS YOUR PERFORMANCE IN REGARD TO PREVIOUSLY SET PERFORMANCE AND WORK OBJECTIVES** |
|   |
|  |
| **CORE VALUES** |
| **ASSESS YOUR PERFORMANCE IN RELATION TO CORE VALUES** |
|   |
|  |
| **COMMENTS AND APPROVAL** |
| **INCLUDE ANY ADDITIONAL COMMENTS** |
|   |
| **EMPLOYEE SIGNATURE** |
|   |

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