➔ Keep track of your performance with Clockify.me

Self-assessment review template

Employee name		Review period	
Department		Date of review	

Performance and achievements	
Examples of good performance	Examples of bad performance
What were the highlights of your performance during this evaluation period?	What were the main obstacles that kept you from completing your tasks properly during this evaluation period?

Job preferences		
What aspects/tasks do you enjoy the most?	What aspects/tasks do you enjoy the least?	What tasks would you like to do (that you haven't done so far)?

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Goals for the next performance period	
What goals will you set for the next performance period?	
Do you need help with achieving your goals (from managers or coworkers)?	
What classes, workshops or training programs can help you reach your goals?	

Employee signature	Manager signature