Self-Evaluation Template

1. Start with your biggest accomplishments since the last review period. List only those that are the most relevant and important to your position, and in order of significance.
2. What were your biggest challenges and how did you overcome them?
3. In which areas do you think you could improve? What is your plan for improving?
4. What are your goals for the next period? What might you do to achieve them?

Take your notes from above and use them to write a clear, concise, and confident summary of your performance over the last review period. Be sure to read over it carefully before handing it in to your manager!