



Self Performance Review

Questionnaire

Instructions

We kindly ask you to fill out this questionnaire to complete your self-assessment. Please take the time to reflect on your performance throughout the year and think about what you are proud of and what you would like to improve in the future.

We would like to receive honest and constructive feedback to improve your work environment and support your productivity and growth. Please give detailed answers and share your personal experience. Thank you for your collaboration!

About the employee

First Name:

Last Name:

Position:

Date :

Manager:

Part 1

Self-reflection on your work

Looking back on the evaluation period, what do you consider to be your greatest strengths and weaknesses?

What feedback have you received from your colleagues or manager that you found particularly valuable or insightful?

How do you plan to build on your strengths and address your weaknesses in the future?



Part 2

Performance Objectives

Reflecting on the goals we set together at the beginning of the evaluation period, how do you rate your progress towards them?

Did you meet obstacles or challenges when trying to complete your goals? How did you overcome them or how do you think they could be overcome in the future?

What lessons did you learn from your goal-setting process, and how will you apply them in future goal-setting efforts?

Have you particularly enjoyed working on a specific project recently? If so, why?



Part 3

Teamwork and Communication

How effectively did you communicate with team members and colleagues over the evaluation period?

Do you feel like you have a strong sense of cohesion with your coworkers? How do you think it could be improved?

Can you provide examples of instances where your communication skills positively impacted a project or team dynamic?

In what areas do you feel you could improve your communication skills, and what steps will you take to address these areas?



Part 4

Project and Time Management

How well did you manage your time and prioritize tasks during the evaluation period?

Were there any instances where you felt overwhelmed by your workload? If so, please provide an example and share your experience.

What strategies do you use to ensure you meet deadlines and manage your time effectively?

Are there any projects you would have liked to spend **less** time and energy on?

Are there any projects you would have liked to spend **more** time and energy on?



Partie 5

Significant Contributions

What are the achievements you are most proud of? Detail them and explain why.

Do you envision how your work contributes to team and business success and how it aligns with organizational objectives?

Are there any smaller day-to-day contributions you would like to mention?



Part 6

Career Development and Growth Opportunities

What steps have you taken to further develop your skills and knowledge in your role?

Are there any areas where you feel you could benefit from additional training or professional development opportunities?

How do you plan to continue your professional growth in the upcoming evaluation period?

Do you feel like you have room to grow within the organization over the next two years?