**Self-Performance Review Template**

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| **Employee information** | | | |
| **Employee name** |  | **Department** |  |
| **Job title** |  | **Manager name** |  |
| **Last review date** |  | **Review period** |  |

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| **Key responsibilities** | | | | | |
| *List your primary job responsibilities and describe how you think you’ve performed in each area.* | | | | | |
| Responsibilities | Needs improvement | Fair | Good | Very good | Excellent |
| [Enter responsibility] |  |  |  |  |  |
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| **Goals from previous period** | | |
| *Reflect on the goals set in your last performance review and evaluate your progress toward achieving them.* | | |
| Previous goal | Status (Achieved / In progress / Not met) | Comments |
| [Enter previous goal] |  |  |
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| **Areas for improvement** |
| *Be honest about where you could improve. Include the steps you plan to take to address these areas.* |
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| **Future goals** | | |
| *Set specific goals for the next review period using the SMART framework.* | | |
| Goal | Action steps | Timeline |
| [Enter goal] | [Enter action steps] | [Enter timeline] |
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| **Development and training needs** |
| *List any professional development opportunities that would support your growth and help you reach your goals.* |
| * Attend a leadership development workshop. * [Enter development opportunity] |

[](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)

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| **Additional comments / feedback** |
| *Include any feedback or insights you would like to share with your manager or HR.* |
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| **Employee signature** |  |
| **Manager**  **signature** |  |

Logo

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[A screenshot of a cellphone

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