SurveyNinja

Employee self-evaluation

14 questions. About 5 min to answer.

Who and when

1. Your name Required

2. Job title and team Required

3. Review period Required

Goals and achievements

4. How well did you meet the goals set for this period? Required

Choose one answer.

- ○ I met all my goals
- ○ I met most of my goals
- ○ I met some of my goals
- ○ I didn't meet my goals
- ○ No goals were set for this period

5. What got in the way of your goals?

6. What are your main achievements this period? Required

Five competencies

7. Rate yourself: quality of work Required

Choose one answer.

- ○ Unsatisfactory
- ○ Needs improvement
- ○ Meets expectations
- ○ Exceeds expectations
- ○ Outstanding

8. Rate yourself: communication Required

Choose one answer.

- ○ Unsatisfactory
- ○ Needs improvement
- ○ Meets expectations
- ○ Exceeds expectations
- ○ Outstanding

9. Rate yourself: teamwork Required

Choose one answer.

- ○ Unsatisfactory
- ○ Needs improvement
- ○ Meets expectations
- ○ Exceeds expectations
- ○ Outstanding

10. Rate yourself: problem solving Required

Choose one answer.

- ○ Unsatisfactory
- ○ Needs improvement
- ○ Meets expectations
- ○ Exceeds expectations
- ○ Outstanding

11. Rate yourself: initiative Required

Choose one answer.

- ○ Unsatisfactory
- ○ Needs improvement
- ○ Meets expectations
- ○ Exceeds expectations
- ○ Outstanding

Overall rating and next steps

12. Overall, how would you rate your performance this period? Required

Choose one answer.

- ○ Unsatisfactory
- ○ Needs improvement
- ○ Meets expectations
- ○ Exceeds expectations
- ○ Outstanding

13. What do you want to learn or achieve in the next period? Required

14. What support would you like from your manager?

Choose all that apply.

- ☐ Clearer goals and priorities
- ☐ More regular feedback
- ☐ A course or workshop
- ☐ Mentoring or coaching
- ☐ New responsibilities or projects
- ☐ Better tools or resources
- ☐ Nothing right now
- ☐ Other: _____

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Copy this template to SurveyNinja, send the link and the answers go into a ready report with charts.

surveyninja.io/templates/employee-self-evaluation

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