

Employee Self-Review Template Example – Professional & Salaried Roles

Purpose of This Self-Review

This self-review is intended to help you reflect on your performance, contributions, and growth over the past year. Your responses will be reviewed by your manager in advance of your performance review and used to guide a productive discussion.

Please complete this form and return it to your manager at least one week before your scheduled review.

Employee Information

Name: _____

Role / Title: _____

Department: _____

Review Period: _____

1. Key Accomplishments and Results

What accomplishments or results are you most proud of this year? Focus on outcomes, improvements, problem-solving, or initiatives you owned or contributed to.

Response:

2. Challenges and Lessons Learned

What challenges did you encounter this year, and how did you work through them? What did you learn as a result?

Response:

3. Skills and Professional Development

What skills did you strengthen or develop this year? Are there skills you would like to improve or expand in the coming year?

Response:

4. Feedback, Resources, and Support

What feedback, tools, or support would help you be more effective in your role?

Response:

5. Goals for the Coming Year

What goals would you like to focus on next year? Consider performance goals, development goals, and growth opportunities.

Response:

6. Additional Comments

Is there anything else you would like to share ahead of your performance review?

Response:

Employee Signature: _____

Date: _____