

## Employee Self-Review Template Example – Hourly & Entry-Level Roles

### Purpose of This Self-Review

This self-review is designed to help you reflect on your work over the past year and prepare for your performance review. There are no right or wrong answers. Honest input helps your manager understand what is going well and where support or training may be helpful.

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

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### Employee Information

Name: \_\_\_\_\_

Role / Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Review Period: \_\_\_\_\_

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### 1. Your Work This Year

What parts of your job do you feel you did well this year? Consider your daily responsibilities, reliability, teamwork, and quality of work.

Response:

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### 2. Attendance, Reliability, and Safety

How would you describe your attendance and reliability? Are there any safety practices or procedures you are especially mindful of in your role?

Response:

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### 3. Challenges or Obstacles

What challenges did you face this year? This could include training needs, workload, scheduling, or anything that made your job more difficult.

Response:

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### 4. Training and Support

Is there any training, coaching, or support that would help you do your job better?

Response:

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### 5. Goals for the Coming Year

What would you like to improve or learn next year? This could include skills, responsibilities, or consistency in your role.

Response:

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## 6. Additional Comments

Is there anything else you would like your manager to know before your review?

Response:

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_