Year-End Self-Assessment Form

Name

Enter your name

Department

Enter your department

Date

1. Key Achievements

Describe your main achievements this year

E.g., completed project X, improved process Y...

2. Challenges Faced

Describe any challenges and how you addressed them

E.g., unexpected delays, resource limitations...

3. Goals Review

Reflect on the goals set at the start of the year and your progress

E.g., met target sales by Q3, reduced error rates...

4. Development & Learning

What new skills, trainings, or professional development have you pursued?

E.g., attended workshop, learned new software...

5. Areas for Improvement

Identify areas where you wish to grow or improve next year

E.g., time management, technical skills...

6. Additional Comments

Share any other feedback or comments