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|  |  |  |  |  |  |  |  |  |
|  | **EMPLOYEE** | | | |  |  |  |  |
|  | **SELF EVALUATION** | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | THIS IS OPPORTUNITY FOR YOU TO DO A SELF-ASSESSMENT | | | |  |  |  |  |
|  | YOUR FEEDBACK IS VALUABLE TO OUR COMPANY | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | PLEASE EVALUATE DO THESE STATEMENTS APPLY TO YOU: (A) ALWAYS (U) USUALLY (N) NEVER | |  | QUALITY ASSURANCE | | | |  |
|  |  |  |  |  |  |
|  | Laboratory Technician | | | |  |
|  |  |  |  |  |  |
|  | JOANAH DOE | | | |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **A** | **U** | **N** |  |
|  | I arrive on time and ready for work every day | | | |  |  |  |  |
|  | I am able to cooperate on high level with my colleagues | | | |  |  |  |  |
|  | I keep my personal problems out of the workplace | | | |  |  |  |  |
|  | I am comfortable with the responsibilities assigned to me | | | |  |  |  |  |
|  | I am respectful to clients, colleagues, and everyone related to my job | | | |  |  |  |  |
|  | I do not have problem to work outside my specific job tasks if required | | | |  |  |  |  |
|  | I keep work-related data confidential | | | |  |  |  |  |
|  | I do not carry any files out of workspace without explicit permissions | | | |  |  |  |  |
|  | While I work, I tend to maintain positive attitude | | | |  |  |  |  |
|  | I follow SOPs wherever they are applicable | | | |  |  |  |  |
|  | I take initiative on projects | | | |  |  |  |  |
|  | I complete tasks assigned to me | | | |  |  |  |  |
|  | I keep my workspace neat and clean | | | |  |  |  |  |
|  | Lorem Ipsum - write more statements here | | | |  |  |  |  |
|  | Lorem Ipsum - write more statements here | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **NOTES** |  |  |  |  |  |  |  |
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|  | It depends on the position but, in most cases, you’ll want to give statements here that cover quality and accuracy of work, communication and collaboration skills, problem-solving skills, adherence to deadlines, initiative and reliability. | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **KEYPOINT** |  | **EMPLOYEE SIGNATURE** |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Even though employee evaluation may have a bad reputation, it’s still a must-have for organizations of all sizes. Employee self evaluation forms are great and widely used method to measure performance. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **DATE** |  |  |  |  |
|  |  |  |  |  |  |  |  |
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| I COMPANY BUSINESS NAME I ADDRESS LINE WITH ZIP CODE I TELEPHONE I EMAIL | | | | | | | | |