|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |
|   | **EMPLOYEE** |   |   |   |   |
|   | **SELF EVALUATION** |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   | THIS IS OPPORTUNITY FOR YOU TO DO A SELF-ASSESSMENT |   |   |   |   |
|   | YOUR FEEDBACK IS VALUABLE TO OUR COMPANY |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   | PLEASE EVALUATE DO THESESTATEMENTS 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** |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   | 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** |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   | [© TemplateLab.com](https://templatelab.com/)  |
| I COMPANY BUSINESS NAME I ADDRESS LINE WITH ZIP CODE I TELEPHONE I EMAIL |