EMPLOYEE SELF EVALUATION

LOGO PLACEHOLDER

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

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

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.

EMPLOYEE SIGNATURE

DATE