

# Self-Evaluation Template

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

Role/Position: \_\_\_\_\_

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

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

## Contextual Career Prompts (Select for Your Career Stage)

Choose prompts that resonate with your current stage. If you're aiming for a stretch goal, select a few beyond your current level.

### Early-Career (0–3 years)

- How did you handle unexpected challenges or unfamiliar tasks?
- Which skill or knowledge did you focus on improving this period?
- What feedback from peers or managers surprised you the most?

### Mid-Career (3–10 years)

- How have you driven team initiatives or cross-functional projects?
- Where did you step into leadership, even in informal settings?
- What processes did you improve, and what was the measurable result?

### Senior-Level (10+ years)

- What strategic decisions or initiatives did you own or lead?
- How did your work influence organizational goals or bottom-line impact?
- In what ways did you develop or mentor others, and what were the outcomes?

## Section 1: Key Achievements Aligned with Business Goals

Focus on 2–3 measurable outcomes tied to company/team OKRs.

1. \_\_\_\_\_

- Result/Impact: \_\_\_\_\_

- Business Impact: \_\_\_\_\_

2. \_\_\_\_\_  
- Result/Impact: \_\_\_\_\_  
- Business Impact: \_\_\_\_\_

## Section 2: Strengths and Unique Contributions

Where did you exceed expectations or add value others might not see?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Section 3: Challenges and Lessons Learned

Be honest. How did you respond, recover, or adapt? (This section is key to demonstrating resilience and growth potential.)

- Situation: \_\_\_\_\_
- What I learned: \_\_\_\_\_
- What I'd do differently next time: \_\_\_\_\_

## Section 4: Professional Development & Growth

Highlight what you actively pursued to improve or grow.

- Course/Certifications Completed: \_\_\_\_\_
- Skills Strengthened: \_\_\_\_\_
- Mentoring/Coaching Roles: \_\_\_\_\_
- Additional Resources Utilized (Books, Webinars, Podcasts):  
\_\_\_\_\_

## Section 5: Goals for the Next Review Period (Use SMART Framework)

Specific, Measurable, Achievable, Relevant, Time-bound.

1. \_\_\_\_\_
- Why it matters: \_\_\_\_\_
  - Timeline: \_\_\_\_\_
  - Impact Measurement: \_\_\_\_\_

2. \_\_\_\_\_  
 - Why it matters: \_\_\_\_\_  
 - Timeline: \_\_\_\_\_  
 - Impact Measurement: \_\_\_\_\_

3. \_\_\_\_\_  
 - Why it matters: \_\_\_\_\_  
 - Timeline: \_\_\_\_\_  
 - Impact Measurement: \_\_\_\_\_

**Section 6: Feedback and Support Needed**

Where do you need help to perform at your best?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Self-Awareness Scorecard**

Rate each dimension on a scale of 1–5. Reflect on where you can improve.

Dimension	Score 1-5	Reflection on Improvement
Consistency in Feedback from Others		
Ability to Self-Correct After Mistakes		
Initiative in Upskilling		
Willingness to Accept Uncomfortable Truths		

**Tip:** Reflect on your low scores. What steps will you take to increase awareness and improvement?

**Impact Mapping Grid**

Translate your actions into organizational value. Use this grid to highlight the broader impact of your work.

Contribution	Who Benefited	Result	Business Impact

### Career Narrative Framing

What headline would best sum up this self-evaluation as a chapter in your career story? (This helps you position this evaluation as a building block of your career journey.)

- **My Headline:** \_\_\_\_\_

### Section 7: Reflections from Last Evaluation

Where did you follow through on feedback or growth areas from your last evaluation? (Use this to create a 'growth loop' of continuous improvement.)

- Feedback from Last Evaluation: \_\_\_\_\_

- Actions Taken: \_\_\_\_\_

- Outcome: \_\_\_\_\_

- What Could Be Improved: \_\_\_\_\_

### Self-Evaluation Checklist – Pre-Submission Review

Use this before submitting your self-evaluation:

- Have I included at least two business-aligned achievements with measurable impact?
- Did I name a challenge or mistake and show how I grew from it?
- Are my goals SMART (Specific, Measurable, Achievable, Relevant, Time-bound)?
- Is my tone confident but not arrogant, honest, but not self-deprecating?
- Have I used active verbs (e.g., implemented, led, optimized, resolved)?
- Did I show how my work ties into team or company priorities?
- Have I included where I need support or resources to grow further?

- Have I framed my evaluation as part of my larger career narrative?

**Pro Tip:** Treat this as a strategic positioning document, not just a performance summary. Aim to sound like someone who doesn't just complete tasks, but creates momentum.