

Year-End Performance Review with Self-Review

A comprehensive year-end assessment of job responsibilities, achievements, and areas for growth, with side-by-side self-review.

Fillable PDF · type directly into the fields, then save or print

EMPLOYEE NAME	JOB TITLE	DEPARTMENT	REVIEWER
REVIEW PERIOD	SELF-REVIEW SUBMITTED	REVIEW DUE	FINALIZE DUE

1 · ANNUAL EVALUATION WITH SELF-REVIEW QUESTIONS

The answers provided should reflect your personal view and understanding of your job responsibilities, performance, and expectations.

Q1 Describe your current position. Make note of any significant changes since last year's review.

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q2 Which of your role's responsibilities do you think stands out the most? Explain why.

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q3 What aspect of your position do you find most enjoyable? Explain why.

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q4 Have there been any situations that hindered or supported your performance this past year? If yes, explain them and how they affected your position.

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q5 If you could change anything about your role or upper management’s role, what would you change and how?

EMPLOYEE’S ANSWER

REVIEWER’S ANSWER

Q6 Did you encounter any major challenges in your position this year? If so, how did you handle them?

EMPLOYEE’S ANSWER

REVIEWER’S ANSWER

Q7 What instances would you consider to be your biggest achievements this year?

EMPLOYEE’S ANSWER

REVIEWER’S ANSWER

Q8 Did you have enough constructive criticism and feedback throughout this year?

EMPLOYEE’S ANSWER

REVIEWER’S ANSWER

2 · CORE VALUES

Select one rating per row.

Q1 Reliably honors all commitments to their position and profession.

EMPLOYEE’S RATING

Excellent Good Average Fair Poor

REVIEWER’S RATING

Excellent Good Average Fair Poor

Q2 Actively looks for ways to improve processes and communicates ideas openly without being asked to do so.

EMPLOYEE’S RATING

Excellent Good Average Fair Poor

REVIEWER’S RATING

Excellent Good Average Fair Poor

Q3 Makes decisions with a focus on what is best for the team, not for individual achievement.

EMPLOYEE’S RATING

Excellent Good Average Fair Poor

REVIEWER’S RATING

Excellent Good Average Fair Poor

Q4 Is a constructive communicator and is capable of discussing difficult issues effectively and to the point.

EMPLOYEE'S RATING

Excellent Good Average Fair Poor

REVIEWER'S RATING

Excellent Good Average Fair Poor

Q5 Exceeds expectations in arriving on time for work, including meetings and conferences.

EMPLOYEE'S RATING

Excellent Good Average Fair Poor

REVIEWER'S RATING

Excellent Good Average Fair Poor

3 · GOAL-ORIENTED QUESTIONS

Q1 Which of your goals from the last review have you achieved?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q2 What professional goals from the last assessment were not accomplished, and why?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q3 What are your goals for the coming year, and what actions will you take to accomplish these objectives?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

4 · COMPANY CULTURE QUESTIONS

Q1 How well do you feel supported by your team and management?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q2 How would you describe the overall communication within the company?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q3 Do you feel aligned with the company's values and mission?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q4 How inclusive and respectful do you find our workplace?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q5 How satisfied are you with the opportunities for professional growth here?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

REVIEWER'S RATING OF THE EMPLOYEE (1-10)

Leadership

Cultural fit

Quality of work

Communication

WEIGHTED AVERAGE

Average of the four ratings

Overall comments

Employee signature

Date

Reviewer signature

Date