

THE SELF-EVALUATION TEMPLATE

Capture Your Achievements, Leadership, and Impact

Section 1: Accomplishments

Highlight 3 measurable achievements that show results and leadership impact.

- Achievement 1: _____
- Impact/Outcome: _____
- Leadership Role: (How you influenced, guided, or supported others)

- Achievement 2: _____
- Impact/Outcome: _____
- Leadership Role: (How you influenced, guided, or supported others)

- Achievement 3: _____
- Impact/Outcome: _____
- Leadership Role: (How you influenced, guided, or supported others)

Example:

Led cross-functional initiative improving onboarding efficiency by 15%; mentored three team members to enhance skill development and collaboration.

Section 2: Challenges and Lessons Learned

Reflect on obstacles, how you addressed them, and what you learned.

- Challenge 1: _____
- Approach/Solution: _____
- Key Takeaways/Growth: _____

- Challenge 2: _____
- Approach/Solution: _____
- Key Takeaways/Growth: _____

Section 3: Leadership and Collaboration

Include mentoring, team development, contributions, and cultural impact.

Example of Mentoring/Coaching: _____

Example of Collaborating/Influence: _____

Contribution to Team Culture/Inclusion: _____

Section 4: Goals for Next Year

Connect accomplishments to next year's objectives; make them SMART.

- Goal 1: _____
- Action Steps: _____
- Expected Impact: _____

- Goal 2: _____
- Action Steps: _____
- Expected Impact: _____

Section 5: Feedback Requests

Identify areas where you'd like input from your manager, peers, or team members.

Area/Topic for Feedback 1: _____

Area/Topic for Feedback 2: _____

Tips for Using This Template

- Be Specific and evidence-based — include metrics, outcomes, and examples.
- Highlight both results and leadership behaviors.
- Make it a story of influence, growth, and impact, not just a list of tasks.
- Use it to guide conversations with your manager or advocate for future opportunities.