

Goalplan Employee Self-Evaluation Checklist



Use this Employee Self-Evaluation checklist with your staff to ensure that team members are on track to reach goals and are self-evaluating throughout the process.

 Is the Sales Goal accepted by the employee and identified as reasonably achievable?



 Does the employee understand the steps needed to achieve the Sales Goal?

 Does the employee believe they already have all the resources they need?



 Are there any areas where the employee feels they may be lacking?

 Does the employee feel confident in their ability to reach the Sales Goal, and confident in the support of management?



 Weekly follow up: does the employee feel on track to reach the Sales Goal?



 Weekly follow up: does the employee feel there may be areas they need more resources and/or coaching?



Employee Score: ___ / 7*

* Our tip: use employee self-evaluation scores as team leader KPIs! Try to increase scores month by month, or improve your overall team average.