

Employee Self-Evaluation Answer Examples

What have been your biggest challenges?

When I started as [Position Title] [X time ago], the department was undergoing a variety of transformative changes. I also came on board having very little experience in my new position, which meant I had to do a lot of learning on the job. However, I was able to adapt quickly and learned a lot of information in a very short period.

What have you done to overcome those challenges?

As I was relatively new to this field, I took the opportunity to learn from my colleagues, and worked extra hours on multiple occasions to make sure [Project X] was completed as smoothly as possible. I tried to learn as much as I could from those who have been here longer, and I checked in regularly with my team members and those under my supervision to ask for their feedback. As a result, I was able to effectively target areas that needed improvement and identify what was working well.

What were some of your biggest achievements?

In the last year, our sales have experienced a 49% growth under my supervision and thanks to the efforts of my hardworking team. I have also helped to streamline our outreach process by creating more efficient SOPs, which also made it easier for our new hires to transition and become productive members of the team.

Which challenges were you unable to overcome?

There were several occasions in which I feel I could have done a better job communicating with my team. Since I was very new to the field, I sometimes lacked the confidence to give instructions and act as a leader. Although I was able to learn a lot from colleagues, I feel I could have been more confident in my ability to lead and share suggestions.

How could you handle them differently?

Going forward, I will make decisions with greater confidence and speak up when I feel it is appropriate to do so. I have enrolled in our online training sessions on leadership to learn how I can become a stronger leader for the team.

What are some of your goals for the next review period?

For the next review period, I would love to work more closely with our Communications team to better understand their relationship with our department.