

Self-review request email template

Ask employees to complete a self-assessment with clear questions and a useful purpose.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

A good self-review helps employees reflect on their work and gives managers examples they may have missed. A bad one becomes a box-checking exercise or an anxious attempt to guess the right rating. The request email sets the tone. Tell people why it matters, what to include, how long to spend, and how the manager will use it.

Give employees a few concrete prompts. Results and examples are more useful than adjectives. Encourage them to include work that managers may not see, such as helping colleagues or fixing problems quietly. Pair this with the performance review reminder for managers.

Version 1: Self-review request

SUBJECT Your self-review is due [Date]

Hi [Employee first name],

It's time for [Period] performance reviews. The first step is your self-review, due in [Tool] by [Date]. Plan for about [30 to 45] minutes.

Your self-review helps [Manager name] see your work the way you see it, including things they might have missed. Focus on:

1. Your two or three most important results this period, with specific examples
2. Something that didn't go as planned, and what you learned
3. What you want to develop or take on next
4. What support you need from your manager or the company

You don't need to rate yourself perfectly. Honest examples are more useful than polished language.

[HR contact or manager name]

Version 2: Short reminder

SUBJECT Reminder: self-review due [Date]

Hi [Employee first name],

A reminder that your self-review is due on [Date] in [Tool]: [Link].

Need inspiration? Look back at your calendar, project updates, and any thank-you messages from colleagues for examples.

[HR contact]

Subject lines to try

- Your self-review is due [Date]
- Reminder: self-review due [Date]
- Tell us about your [Period]
- Time to reflect: your self-assessment
- Self-reviews open today

How to personalize it

- Limit the self-review to four or five questions.
- Ask for examples, not adjectives.
- Explain how the manager will use it.
- Suggest sources for examples, such as calendars and project notes.

Mistakes to avoid

- Asking employees to rate themselves without guidance.
- Ignoring the self-review in the final review.
- Requiring long essays.
- Deadlines that fall during peak workload.

When to send it

Open self-reviews two to three weeks before manager reviews are due, with a one-week deadline and a reminder two days before. For seasonal businesses, avoid peak periods.

Before you hit send

- Feedback is tied to specific examples and dates, not personality.
- Deadlines avoid peak workload periods and holidays.
- Nonexempt employees can complete the task during paid time.
- HR reviewed anything formal, such as a PIP, for timing and consistency.

- Employees know how their input will be used.

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