

**CITY OF SPRINGDALE**  
**PERSONAL INTERVIEW REPORT**

**Employee:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Interviewer:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Anniversary Date:** \_\_\_\_\_ **Interview Date:** \_\_\_\_\_

**Section I: Strengths of Employee**

**Section II: Areas Requiring Further Development**

**Section III: Progress Made Towards Goals Since Last Personal Interview**

**Section IV: Goals for Next Twelve Months**

**Section V: Additional Comments**

**Section VI: Summary of Overall Performance**

**Interviewer's  
Signature:** \_\_\_\_\_ **(Date)**

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**EMPLOYEE CERTIFICATION:**

I hereby certify that on \_\_\_\_\_, I participated in a Personal Interview and was provided with an opportunity to review this report.

**Employee's Signature:** \_\_\_\_\_