

**CITY OF SPRINGDALE
PERSONAL INTERVIEW REPORT**

Employee:	_____	Position:	_____
Interviewer:	_____	Department:	_____
Anniversary Date:	_____	Interview Date:	_____

Time period covered by evaluation:

Date of last evaluation:

Responsibilities of Employee:

Section I - Strengths of Employee:

Work Habits:

Quality/Accuracy of Work:

Relationship with Taxpayers:

Relationship with City Employees:

Other:

Section II - Areas Requiring Further Development:

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

Items Noted in the prior Evaluation

Section IV - Goals for the next 12 months:

Section V - Additional Comments:

Attendance:

Section VI - Summary of Overall Performance:

Interviewer's Signature: _____ **Date**

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: _____ **Date**