

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 the Next Twelve Months

Section V: Additional Comments

a Section VI: Summary of Overall Performance

Interviewer

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: _____