

**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:** \_\_\_\_\_

**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:** \_\_\_\_\_