



TOWN OF CHINO VALLEY EMPLOYEE SELF APPRAISAL QUESTIONNAIRE

Employee Name _____

Review Period _____

Position _____

Department _____

The Employee Self Appraisal Questionnaire is voluntary and will not be counted against you, should you decide not to complete the form. If you complete the form, please provide thoughtful responses to any or all of the following questions. Once you have completed the Employee Self-Appraisal Questionnaire, return it to your supervisor prior to your scheduled appraisal meeting.

I. What have you enjoyed most about your current position since the last appraisal?

II. Describe the results of the goals you and your supervisor set at the beginning of the Appraisal Period?

III. What projects and/or accomplishments from the past year are the ones you are most proud of? Why?

IV. What steps have you taken since your last appraisal to improve yourself as it relates to your current position and future career goals?



TOWN OF CHINO VALLEY EMPLOYEE SELF APPRAISAL QUESTIONNAIRE

V. What outcomes and improvements have you seen as a result of the actions described above?

VI. What performance (job oriented) goals and/or developmental (learning oriented) goals would you like to accomplish during the next review period?

VII. What can your supervisor and organization do to help ensure you are making progress towards accomplishing your professional goals?

VIII. Additional Employee comments

SUBMITTED BY:

Employee Name (Please Print)

Signature

Date

HR Initial