



Town of Chino Valley  
202 N State Route 89  
Chino Valley, AZ 86323  
(928) 636-2646

## SELF PERFORMANCE PLANNING AND APPRAISAL FORM

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
Last Name First Name Emp. Number

\_\_\_\_\_  
Employee Job Title Division (if applicable) Department

The questions below are designed to stimulate your thinking and to help you prepare for the appraisal session so that you receive maximum benefit from it. Think about your performance and progress during the entire review period, review the goals you set last year during the review process, and think about your plans for future improvements. Appraise yourself honestly. **Upon completion, please return this form to your supervisor in advance of your scheduled appraisal session.**

**A. What were your major accomplishments this past calendar year?**

**B. In what ways can your supervisor help you to do a better job?**

**C. In what areas do you feel additional education, training/development would be beneficial?**

**D. Please provide feedback on the completion of the goals you set last year with your supervisor. Describe how you were successful at accomplishing your goals, the effect this had on our organization, department, or personally. If you were not successful in achieving on or more of your goals, please provide feedback to your supervisor describing the challenges you faced and the reason(s).**

**E. List four performance goals for the next review period, and how you will accomplish them. How do these goals fit in with your division / department / personal / or organizational goals.? Your supervisor will discuss these goals with you, and the two of you will develop four final goals for this performance period.**

- 1.
- 2.
- 3.
- 4.

**F. What other comments or suggestions should be addressed during the review session?**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appraiser's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date