The Member Self Appraisal is designed to assist the member in providing input regarding their performance and to assist in obtaining a more comprehensive performance assessment. Responses to all questions are encouraged but are not required. Please complete and return to your supervisor at least one week prior to your scheduled performance appraisal meeting time.

**NAME:** Click here to enter text. **DATE:** Click here to enter a date.

1. Over the past 12 months, what do you think your most outstanding accomplishment was, and why?

Click here to enter response.

1. Which of your duties did you do best, or improve in the most? What contributed to this?

Click here to enter response.

1. Were there any significant problems or obstacles that you overcame? Please explain.

Click here to enter response.

1. Over the past 12 months, what duties could you performed better? What affected your performance?

Click here to enter response.

1. What has been your biggest achievement relating to the goals set for this performance period? If you did not achieve your goals, what obstacles did you encounter that did not allow you to achieve those goals?

Click here to enter response.

1. In what areas could you have used more experience or training?

Click here to enter response.

1. What courses, training or experience most benefited you during the past 12 months?

Click here to enter response.

1. What further assistance could your supervisor have provided to help you be more effective?

Click here to enter response.

1. What suggestions, ideas, or concerns do you have for yourself or the department?

Click here to enter response.

1. Do you have skills that you are not using, are being underutilized, or that you would like to use more?

Click here to enter response.

1. Are there any skills that you do not have now that you would like to develop? How can your supervisor help you in developing those skills?

Click here to enter response.

1. What would you like to do in the next 12 months, for your own development? How can your supervisor assist you in achieving this?

Click here to enter response.

1. What are your long-range plans (next 3-5 years)? How can the City and your supervisor assist you in achieving your goals?

Click here to enter response.

1. Comments:

Click here to enter response.