

**DEPARTMENT DIRECTOR  
SELF-EVALUATION**

Name \_\_\_\_\_ Department \_\_\_\_\_

Anniversary Date \_\_\_\_\_

You are encouraged to supplement your performance appraisal for the most recent annual performance period (based on the anniversary date of your appointment as director) with responses to the questions listed below. This self-evaluation will be placed in your personnel file along with the appraisal document. Feel free to submit additional pages with this form.

---

- 1. List your major accomplishments for the twelve-month appraisal period.**
  
  
  
  
  
  
  
  
  
  
  
- 2. What obstacles or setbacks did you encounter during the twelve-month period?**
  
  
  
  
  
  
  
  
  
  
  
- 3. Do you have any additional comments to supplement your performance appraisal?**
  
  
  
  
  
  
  
  
  
  
  
- 4. List your major goals and performance factors/objectives for the next performance appraisal period.**
  
  
  
  
  
  
  
  
  
  
  
- 5. What can the City Council or others do to help you accomplish these goals?**