



TOWN OF CHINO VALLEY  
QUALITATIVE PERFORMANCE APPRAISAL

Employee Name \_\_\_\_\_

Review Period \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

I. For each of the items listed below, please comment on the employee’s performance, providing examples of what s/he does well, along with suggestions for improvement.

Commitment to Core Values – Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation	
Technical Skills – Job Duties and Responsibilities	
Customer Service	
Problem Solving	
Co-worker Relations	
Work Ethic	
Adaptability	
Professional Growth & Development	
Other: _____	
Other: _____	

II. List and describe the employee’s top three accomplishments during the rating period.

1.	
2.	
3.	



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II. List and describe the employee’s three greatest strengths, giving specific examples of how the employee uses these strengths in his or her position.

1.	
2.	
3.	

IV. Opportunities for Improvement: Please list areas where individual could improve skills and/or development performance.

V. Additional Employer Comments

VI. Employee Comments

VII. Job Performance Level

	Achieved Expectation Level
	Partially Achieved Expectation Level: Please describe why and give specific examples in Section V - Additional Employer Comments
	Did Not Achieve Expectation Level: Please describe why and give specific examples in Section V - Additional Employer Comments

COMPLETED BY:

\_\_\_\_\_  
Employee Name (Please Print)                      Signature                      Date

\_\_\_\_\_  
Supervisor Name (Please Print)                      Signature                      Date

\_\_\_\_\_ HR Initial