**Annual Performance Appraisal**

**Employee Input Form**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_**

Your feedback is an important part of the review process. Please complete this form in preparation for your upcoming annual performance review and return to MVWDB Board Chair by the date he/she specifies. This completed form will be kept with your review.

**What were your biggest accomplishments during this past review period? (Maximum of 5)**

1.

2.

3.

**What were your greatest challenges during this past review period? (Maximum of 5)**

1.

2.

3.

**What new challenges or developmental opportunities would you like to pursue in the upcoming review period?**

 1.

 2.

 3.

**Provide ideas for how you might further develop these opportunities or what you would like to develop/learn that will help you be more effective in your position; please be specific?**

1.

2.

3.

**How do you plan to guide and manage the work of your team in the coming year, what are your team goals?**

1.

2.

3.

**What can the Board and its members do to help you meet these challenges or goals and help you be more effective in your position over the next review period?**

 1.

 2.

 3.

**Please provide any other comments that you feel need consideration in completing your performance review:**

**For Board Use:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Review Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Committees Comments**

**Review Committee Recommendation**

**Recommendation Approved by Board:**

Date: mm/dd/yyyy

Raise Effective Date:

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**