

SELF-EVALUATION

Name

Position

Evaluation Period

STRATEGIC PLAN

(Year)

- I. *(Insert Strategic Goal Here)*
- II. *(Insert Strategic Goal Here)*
- III. *(Insert Strategic Goal Here)*
- IV. *(Insert Strategic Goal Here)*
- V. *(Insert Strategic Goal Here)*
- VI. *(Insert Strategic Goal Here)*

GOAL REVIEW

INSTRUCTIONS: List the objectives set during the previous performance appraisal. Provide appropriate commentary as to whether or not the goal was accomplished, how it was accomplished, and/ or why it was not accomplished.

I. Specific Performance Objectives

A. *(Insert Strategic Goal Here)*

GOAL	RESULTS	MET / NOT MET
	•	
	•	
	•	

B. *(Insert Strategic Goal Here)*

GOAL	RESULTS	MET / NOT MET
	•	
	•	

C. *(Insert Strategic Goal Here)*

GOAL	RESULTS	MET / NOT MET
	•	
	•	

D. *(Insert Strategic Goal Here)*

GOAL	RESULTS	MET / NOT MET
	•	
	•	

E. *(Insert Strategic Goal Here)*

GOAL	RESULTS	MET / NOT MET
	•	
	•	
	•	

II. Management & Leadership – Behaviors Modeled

GOAL	RESULTS	MET / NOT MET
<i>Communication with Board</i> – The Fire Chief should proactively share relevant information in a timely manner, seeking direction and input.	•	
<i>Professional Relationships</i> – The Fire Chief is expected to establish and maintain positive, effective relationships with public officials and active memberships in appropriate professional organizations.	•	
<i>Employee Relations</i> – The Fire Chief works to maintain positive, effective, respectful relationships with employees and their leadership, consistent with Board direction.	•	
<i>Personal Conduct</i> – The Fire Chief is expected to demonstrate the highest professional comporment, consistent with the expectations of the Board.	•	
<i>Innovation</i> – The Fire Chief seeks to bring new concepts to the District, not for the sake of “newness,” but in order to maintain a competitive position in the provision of efficient, effective emergency services.	•	
<i>Management Team Effectiveness</i> – The Fire Chief successfully strives to retain, and when necessary, recruit high caliber, non-traditional leaders who can effectively establish direction, motivate, and gain commitment from their staff.	•	

III. Operational Involvement/Response Readiness

GOAL	RESULTS	MET / NOT MET
The Fire Chief <i>personally</i> maintains appropriate certifications and participates in drills, incidents, and continuing education.	•	
The Fire Chief <i>organizationally</i> meets operational objectives, including the highest levels of response capability indicating that Operations is the organization’s highest priority.	•	

PROFESSIONAL DEVELOPMENT

List any training programs, classes, etc., attended over the past year that improved present job skills or were for career development.

PROGRAM ATTENDED	RESULTS / VALUE ADDED

OBJECTIVES FOR *(Next Year)*

Instructions: List any objectives not met in the current year and add objectives anticipated or proposed for next year. Objectives should be specific, clearly defined, and measurable.

	OBJECTIVES/GOALS
1	
2	
3	
4	
5	
6	
7	

OTHER ACCOMPLISHMENTS

INSTRUCTIONS: List any additional areas of responsibility as per the Strategic Plan and/or Board directives communicated throughout the year.

DESCRIPTION OF PERFORMANCE / COMMENTS

ADDITIONAL COMMENTS

EMPLOYEE SIGNATURE

By signing below, I attest that this Self-Evaluation was made in good faith and that its contents were made to the best of my ability to be truthful and not misleading. I understand that this form is an official District document, that it will be considered as part of my Performance Appraisal, that the Board of Directors has a right to all information contained herein, and that it will become a part of my permanent personnel file. I further acknowledge that this form represents the documentation of my perceived performance over the period of evaluation, and that any information contained within this document that may be perceived by the Board or the District as being unrelated to the job or potentially discriminatory based upon a protected class will be ignored.

SIGNED _____ **DATE** _____