**City of Irving**  
Pre-Evaluation Employee Input Form

Employee Name: Click here to enter text Date: Click here to enter text

Supervisor: Click here to enter text. Department: Click here to enter text

This form is an opportunity to document work-related achievements, training and goals accomplished during this review period that have contributed to the advancement of the city’s mission and vision statements.

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| **List work-related accomplishments achieved during the past year, and explain how you have helped to advance the city’s mission and vision statements.** |
| Click here to enter text. |
| **What training and development activities have you completed? Include dates.** |
| Click here to enter text. |
| **Describe or list your professional goals for the next year:** |
| Click here to enter text. |
| **List any additional training, tools, or resources you need for your job.** |
| Click here to enter text. |
| **List anything else that you would like considered during this evaluation period.** |
| Click here to enter text. |