

## Performance Evaluation Form

### PART TWO: OVERALL PERFORMANCE RATING

EXCEEDS JOB  
EXPECTATIONS

☒

MEETS JOB  
EXPECTATIONS

☐

PARTIALLY MEETS  
JOB EXPECTATIONS

☐

UNSATISFACTORY  
DOES NOT MEET JOB  
EXPECTATIONS

☐

### PART THREE: SUMMARY REVIEW OF EMPLOYEE PERFORMANCE/GOALS AND FUTURE DIRECTION

Supervisor describes employee's major assignments and accomplishments, key strengths, performance shortfalls, improvement needs and action plan, future goals and expectations for employee's job performance.

In the six months that Mr. Ray has served as City Manager, he has successfully moved the city's operations forward in a positive manner. Mr. Ray should continue to build a positive relationship with the rank and file. It's been a pleasure working with him!

### PART FOUR: COMPENSATION RECOMMENDATION:

- A. MERIT INCREASE (when available)
- B. ONE-TIME BONUS
- C. ADDITIONAL TRAINING REQUIRED
- D. CLOSER SUPERVISION REQUIRED

0.00%

%

\$ 20K -

Consistent w/ starting  
salary of prior City  
Managers - L.J.G.

#### REQUIRED SIGNATURES

REVIEWING SUPERVISOR

*L. Jeffrey Owen*

DATE

10/28/2024

MANAGEMENT REVIEWER

DATE

I have reviewed this evaluation of my performance and received a copy. My signature indicates neither agreement nor disagreement with this evaluation.

EMPLOYEE

DATE

**EMPLOYEE COMMENTS** (EMPLOYEES MAY USE AN ADDITIONAL SHEET OF PAPER IF NECESSARY AND ATTACH IT TO THIS EVALUATION)

If this is a three or six month evaluation, has the employee successfully completed the probationary period? ☐ Yes ☐ No

# Performance Evaluation Form

**EXCEEDS JOB EXPECTATIONS** - Consistently exemplary performance, including in demanding situations or circumstances.

**MEETS JOB EXPECTATIONS** - Competent performance in most situations and circumstances.

**PARTIALLY MEETS JOB EXPECTATIONS** - Shows capability, but in a variable manner. Improvement needed in key areas.

**UNSATISFACTORY - DOES NOT MEET JOB EXPECTATIONS** - Major or ongoing problems that negatively impact organizational objectives.

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**JOB KNOWLEDGE /INITIATIVE/SAFETY** - Demonstrates expertise in the functional aspects of job, suggests new approaches to effect departmental goals and responsibilities, and meets all safety requirements.

Mr. Rey has extensive knowledge of his job functions.

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**CUSTOMER FOCUS** - Establishes and maintains good working relationships with external and internal customers by understanding and responding promptly and courteously to customer needs.

Mr. Rey has provided excellent customer service to our businesses and residents.

## SUPERVISORY AND MANAGEMENT ELEMENTS - Complete only if applicable

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**LEADERSHIP/STAFF DEVELOPMENT** - Creates a culture supportive of staff, which fosters individual motivation, high levels of performance, morale, and quality of service. Develops and maximizes skills in all employees. Demonstrates effective judgement and decision-making skills.

Mr. Rey has been supportive of the city's staff. He has successfully promoted employees from within when applicable.

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**PERFORMANCE MANAGEMENT** - Provides employees with performance standards, expectations, and feedback regarding performance. Constructively addresses performance problems in accordance with the Manual of Personnel Policies. Effectively delegates responsibility when necessary.

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**DELEGATION/TIMELY COMPLETION OF ASSIGNMENTS** - Delegates assignments and follows up to ensure timely completion. Provides progress reports to superior as applicable.

Mr. Rey has delegated authority of his role to the appropriate department head in a timely manner.



# Performance Evaluation Form

Employee Name:

MR. ALEX REY

Job Title:

CITY MANAGER

Department:

Department #:

Reviewing Supervisor:

L. JEFFREY GREEN

Review Period:

6/1/2024 - 11/1/2024

## PART ONE: REVIEW OF PERFORMANCE ELEMENTS

**EXCEEDS JOB EXPECTATIONS** - Consistently exemplary performance, including in demanding situations or circumstances.

**MEETS JOB EXPECTATIONS** - Competent performance in most situations and circumstances.

**PARTIALLY MEETS JOB EXPECTATIONS** - Shows capability, but in a variable manner. Improvement needed in key areas.

**UNSATISFACTORY - DOES NOT MEET JOB EXPECTATIONS** - Major or ongoing problems that negatively impact organizational objectives.

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**ATTENDANCE/DEPENDABILITY** - Consistently adheres to set work schedule and adjusts performance to accommodate changes in departmental direction and processes.

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**PRODUCTIVITY** - Reflects the accuracy, volume, and timely manner in which work is performed. Also recognizes ability to determine priorities and maximize efficiency.

**ACCURACY** - Consistently produces accurate work.

**VOLUME** - Consistently produces the designed volume of work based on department/unit priorities.

**TIMELINESS** - Consistently produces work in a timely fashion.

Mr. Rey has been extremely responsive to the needs of our residents.

☒ ☐ ☐ ☐

**CONDUCT** - Builds rapport and works collaboratively with co-workers to achieve identified goals. Consistently adheres to established rules of conduct and professionalism. Treats others with fairness, dignity, and respect.

Has always conducted himself in a professional manner.