

**TOWN OF CAPE CHARLES
TOWN MANAGER PERFORMANCE EVALUATION**

PERFORMANCE EVALUATION CONFERENCE

EVALUATION PERIOD: March 2020 TO March 2021

JOHN HOZEY

	TC1	TC2	TC3	TC4	TC5	TC6	TC7	Town Ave	TM Self
Individual Characteristics									
Professional Skills and Status									
Relations w/ Elected Members of Governing Body									
Policy Execution									
Reporting									
Citizen Relations									
Staffing									
Supervision									
Fiscal Management									
Community									
Only Overall Grade Provided									

Town Manager scores and comments are italicized.

TOWN MANAGER'S COMMENTS:

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Signature of Town Manager

Date

Signature of Mayor

Date

Format

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior stand in that category. For each statement, the following scale to indicate rating of the Town Manager's performance was used.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)
- N/A = Not Applicable** (indicates that there is insufficient information or knowledge to rate)

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PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERICS

- Diligent and thorough in the discharge of duties, "self-starter"
- Exercises good judgment
- Displays enthusiasm, cooperation, and willingness to adapt
- Mental and physical stamina appropriate for the position
- Exhibits composure, appearance and attitude appropriate for executive position

Comments (required for scores of 1,2,4, and 5):

TC Comments:
<i>TM comments.</i>

2. PROFESSIONAL SKILLS AND STATUS

- Maintains knowledge of current developments affecting the practice of local government management
- Demonstrates a capacity for innovation and creativity
- Anticipates and analyzes problems to develop effective approaches for solving them
- Willing to try new ideas proposed by governing body members and/or staff
- Sets a professional example by handling affairs of the public office in a fair and impartial manner

Comments (required for scores of 1,2,4, and 5):

Town Council comments:
<i>TM Comments:.</i>

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- Carries out directives of the body as a whole as opposed to those of any one member or minority group
- Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions

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- Disseminates complete and accurate information equally to all members in a timely manner
- Assists by facilitating decision making without usurping authority
- Responds well to requests, advice, and constructive criticism

Comments (required for scores of 1,2,4, and 5):

TC Comments: _____
<i>TM Comments:</i> _____

4. POLICY EXECUTION

- Implements governing body actions in accordance with the intent of council
- Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- Understands, supports, and enforces local government's laws, policies, and ordinances
- Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Comments (required for scores of 1,2,4, and 5):

TC comments: _____
<i>TM comments.</i> _____

5. REPORTING

- Provides regular information and reports to the governing body concerning matters of importance to the local government, using the town charter as guide
- Responds in a timely manner to requests from the governing body for special reports
- Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience

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___ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Comments (required for scores of 1,2,4, and 5):

TC comments:
TM comments:

6. CITIZEN RELATIONS

- ___ Responsive to requests from citizens
- ___ Demonstrates a dedication to service to the community and its citizens
- ___ Maintains a nonpartisan approach in dealing with the news media
- ___ Meets with and listens to members of the community to discuss their concerns strives to understand their interests
- ___ Gives and appropriate effort to maintain citizen satisfaction with town services

Comments (required for scores of 1,2,4, and 5):

TC comments:.
TM comments:

7. STAFFING

- ___ Recruits and retains competent personnel for staff positions
- ___ Applies an appropriate level of supervision to improve any areas of substandard performance
- ___ Stays accurately informed and appropriately concerned about employee relations
- ___ Professionally manages the compensation and benefits plan
- ___ Promotes training and development opportunities for employees at all levels of the organization

Comments (required for scores of 1,2,4, and 5):

TC comments:
TM comments:

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8. SUPERVISION

- Encourages heads of departments to make decisions within their jurisdictions with minimal town manager involvement, yet maintains general control of operations by providing the right amount of communications to the staff
- Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the town manager's office
- Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- Encourages teamwork, innovation, and effective problem-solving among the staff members

Comments (required for scores of 1,2,4, and 5):

TC comments: _____
TM comments: _____

9. FISCAL MANAGEMENT

- Prepares a balanced budget to provide services at a level directed by council
- Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- Prepares a budget and budgetary recommendations in an intelligent and accessible format
- Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- Appropriately monitors and manages fiscal activities of the organization

Comments (required for scores of 1,2,4, and 5):

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TC comments:

TM comments:

10. COMMUNITY

___ Shares responsibility for addressing the difficult issues facing the town

___ Avoids unnecessary controversy

___ Cooperates with neighboring communities

___ Helps the council address future needs and develop adequate plans to address long term trends

___ Cooperates with other regional, state and federal government agencies

Comments (required for scores of 1,2,4, and 5):

TC comments:

TM comments:

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Goals for this Evaluation Period	
1. Goal One:	
Result:	
2. Goal Two:	
Result:	
3. Goal Three:	
Result:	

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Items of Note

1. What are the manager's most significant accomplishments during the past year?

2. Based upon your overall evaluation of the Town Manager, what areas would you list as her/his strong points as a manager?

3. What areas does the Town Manager need to improve in? Recommendations.

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4. Two things the Town Manager does that you would like him to continue.

5. Two things the Town Manager does that you would like him to discontinue.

6. Two things the Town Manager does not do you would like him to start.

7. Note any areas performance calling for praise/commendation