

Village of Grass Lake Village Manager Employee Evaluation	Distribution Original: Employee File Copy: Employee
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Employee Name: _____ Hire Date: _____

Rating Period:
 From _____ To _____

Type of Review:
 Probationary Annual Review

Village Manager Annual Performance Evaluation Summary
<p>1. The rating should be made with great care and fairness in the interests of the employee and the Village of Grass Lake.</p> <p>2. This evaluation of the employee's performance should reflect the entire rating period.</p> <p>3. Rating supervisors should have been in the direct supervision over the rated employee for at least three (3) months of the period being evaluated. If less than three months, the employee's previous supervisor should be consulted.</p> <p>4. As part of the evaluation process, a counseling interview should be held between the employee and supervisor. At a minimum, the supervisor should offer praise for a job well done: offer positive assistance in remedying any weaknesses in performance: and give the employee opportunity to express his/her feelings and thoughts in all job related areas.</p> <p>5. The rater should reference the employee's job description and use sound judgment in making the rating.</p>

Summary
<p>The Village Manager's performance evaluation consists of an annual appraisal by the Board of Trustees, as provided per the Village of Grass Lake's Employee Handbook and Contract.</p> <p>The purpose of the evaluation process is to maintain a strong Board/Manager team by ensuring open and productive communication on an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Board.</p> <p>Reviews are scheduled for new Village Manager as follows:</p> <p>6 Months (July 10): July 5/Form Provided to Council, July 19/Completed Form Provided to Village President, August 2/6 Month Review Presented to VM</p> <p>9 Months: October 4/Council Submit Feedback to Committee, October 18/Council Present to VM</p> <p>1 Year: January 3/Council Submit Feedback to Committee, January 17/Council Present to VM</p>

Annually after the above schedule

1. DECISION MAKING AND PROBLEM SOLVING:

At Expectations: Uses good and a common-sense approach to situations, particularly during stressful situations; requires minimal supervision; determines appropriate course of action and takes same; does not allow situations to further deteriorate; recognizes when to ask for assistance; anticipates situations and prepares for them; applies safe working practices in daily job duties is capable of changing way of thinking and performing in conjunction with the needs of the department and community; recognizes when circumstances dictate a change is necessary.

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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
*(number of reviews provided)

2. Interactions and Communications

At Expectations: Interacts professionally and courteously with the public, supervisors, coworkers, customers, and others. Readily shares information and provides assistance; verbally communicates information in an understandable manner; written communications are consistently clear and accurate; demonstrates understanding of instructions; demonstrates tolerance in working with coworkers and others, and with changes in job conditions; encourages and is receptive to new ideas and procedures.

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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
*(number of reviews provided)

3. PERSONAL BEHAVIOR:

At Expectations: Behavior is a positive example for other staff; is present at work and meetings in a consistent and timely manner; dress, grooming and language is appropriate to position; is fair and impartial in dealing with others; responds appropriately to adverse and stressful situations; shows good judgment in a variety of circumstances; effectively adjusts to changing priorities and circumstances; demonstrates tolerance with work associates and job conditions; interactions with others are of the highest level of integrity and ethical conduct; demonstrates respect for others and their ideas.

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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

4) Quality and Quantity of Work

At Expectations: Meets expectations for quantity and quality of work; completes daily and monthly quantity of work as required; consistently accurate and thorough; necessary follow through is completed in a timely manner; regularly reports work progress and problems; accepts responsibility for successes and failures; proposes ideas for different goals, methods, or techniques of operation to improve work outcomes with limited risks and greater potential benefits.

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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

5. PLANNING AND ORGANIZATION:

At Expectations: Uses time effectively; completes assignments on time; discerns priority assignments; identifies and selects appropriate alternatives; demonstrates problem-solving abilities for levels or work/assignments; completes assignments and follows through; understands relationships between his/her position and other jobs, departments, agencies, and public; uses resources effectively; identifies and takes action to reduce the need for duplicate actions and for future resources.

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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

6. ATTENDANCE AND PUNCTUALITY:

At Expectations: Arrives promptly and is ready to work at beginning of shift; takes appropriate meal times and breaks within the time limits established; sets a positive example for others; absences by the Village Manager is for acceptable reasons.

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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
*(number of reviews provided)

7. EDUCATION AND JOB KNOWLEDGE:

At Expectations: Shows imitative through continuing education including workshops, conferences and on the job training; demonstrates pride in enhancing expertise in all aspects of job duties; recognizes need for and takes action to update skills and knowledge pertinent to profession.

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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
*(number of reviews provided)

8. LEADERSHIP:

At Expectations: Behavior is a positive example for other staff; is present at work and meetings in a consistent and timely manner; dress, grooming and language is appropriate to position; is fair and impartial in dealing with others; responds appropriately to adverse and stressful situations; shows good judgment in a variety of circumstances; effectively adjusts to changing priorities and circumstances; demonstrates tolerance with work associates and job conditions; interactions with others are of the highest level of integrity and ethical conduct; demonstrates respect for others and their ideas.

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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
*(number of reviews provided)

9. EVALUATION & OBJECTIVITY:

At Expectations: Timely preparation and administration of meaningful, accurate and fair performance evaluations. Suggests opportunities to enhance performance for employees who are "At Expectations or above. Sets standards of improvement & consequences for employees who are "Below Expectation".

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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

10. GOVERNING BOARD RELATIONSHIPS:

At Expectations: Effectively implements policies and programs approved by the governing Board; carries out directives of the governing Board as a whole, rather than those of any one member of the Board; reporting to the governing Board is timely, clear, concise, thorough, and disseminated equally; accepts direction/instructions in a positive manner; keeps the governing Board informed of current plans and activities of the Sun Valley GID and new developments in technology, legislation, governmental, practices and regulations, etc.; provides the governing Board with clear report of anticipated issues that could come before the governing Board.

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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

11. FISCAL MANAGEMENT:

At Expectations: Prepares realistic balanced annual budget; controls expenditures in accordance with approved budget; provides accurate reports/information in a timely manner; makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively; the prepared/recommended budget is in an intelligent and accessible format; possesses awareness of the importance of financial planning and accounting controls.

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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
*(number of reviews provided)

SUMMARY AND OVERALL EVALUATION

Total points _____ / _____ * = Overall Rating _____
*(number of categories rated)

Suggestions for Improvement