



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 9/21/2022  
Re: Performance Reviews

The City has been working diligently on the performance review process and compensation study. HR Director Swaney will be inviting a Library Board member to a performance review training session. Angela and I attended one in early September. The training was presented by the HR consulting firm the City is working with. The City would like all performance reviews done before year end. so I will be adding a closed session to the October meeting for you to complete my review. The Mayor will then review your review and will add or make changes to it. I will be reviewing the rest of the staff in November.

The City has new SMART goals for all City employees. These goals stand for Specific, Measurable, Attainable, Relevant and Time Based. Annual Performance Reviews will include core competencies as well as position specific competencies. Each employee will also have the opportunity to set and work towards two types of goals- performance and developmental.

Part of the Core Competencies for all employees will be city knowledge, collaboration and working with others, and position knowledge. Then for position specific, we have: respects others/supports diversity, punctuality/attendance, attention to detail, professionalism/attitude, innovation and functional technical skills. We will assess competency with the following ratings: 1- At Risk: Position is at risk. May impact tenure in role if not corrected immediately. 2- Developing: Working to improve this area. Not currently job threatening but rather an area to improve. 3- Proficient: Acceptable level. 4- Advanced: Example setter. Generally more proficient than others. 5- Mentor: Expert. Demonstrated ability to "teach" others or find/create training for this competency. Goal ratings are as follows; 1- Unsatisfactory: Inadequate or inferior to job expectations 2- Needs Improvement: Meets some, not all, job expectations 3- Meets Expectations: Meets job expectations 4- Exceeds Expectations: Consistently above job expectations and 5-Outstanding: Superior to job expectations.

The City will have Step Increase Reviews as well as Annual Performance Reviews. To receive a step increase, supervisors will conduct an Employee Check-In Questionnaire. If the employee will not be receiving their increase, a timeline of no more than six months will be established in which the employee will have the opportunity to work on the areas of growth identified. Another check-in will then be completed to determine if they earn the increase.

The City now has a 30-60-90 plan for new hires. I have not yet had a chance to through the document for new hires here based on each position, but the concept is

that we list job tasks based on job description with benchmarks for where new hires should be 30 days after hire, then 60, then 90.

