

City Administrator Evaluation Form



Employee Name:

Sept. 23- March 24

Supervisor Name:

Section	Metrics	Rating
	4=Exceptional, 3=Exceeds Expectations, 2=Meets Expectations 1=Not meeting Expectations, 0=Unacceptable Performance	

1) Job Performance

1) Job Knowledge

- 4=Is or could be considered an expert in their field
- 3=Possesses superior job knowledge and continues to seek more
- 2=Basic knowledge intact or progressing appropriately
- 1=Job knowledge is lacking, but with potential to develop
- 0=Lacks sufficient job knowledge to perform duties

Comments:

2) Time Management & Productivity

- 4=Master of work planning, high output, eager to take on more
- 3=Completes assignments on time, often able to take on extra
- 2=Completes assignments, rarely if ever misses deadlines (& for cause)
- 1=Completes most work, but often misses deadlines
- 0=Rarely meets deadlines and struggles to complete work

Comments:

3) Independence & Initiative

- 4=High performer and achiever; seeker of organizational excellence
- 3=Is always on task, regularly make proactive improvements
- 2=Performs tasks independently; sometimes makes improvements
- 1= Not a good self-starter; has ideas when asked
- 0=Can only work under close supervision; only does what told

Comments: *Always works independently. Still working in learning all new duties before making improvements.*

4) Dependability

- 4=Always goes above and beyond the call of duty
- 3=Is always a rock solid performer, and can be asked for more
- 2=Almost always meets expectations and obligations
- 1=Means well, but often falls short on performance
- 0=Is generally unreliable

Comments:

5) Attendance & Punctuality

4=Always present, punctual, and performs extra work in off hours

3=Exemplifies punctuality and rarely absent; never unexcused

2=Rare absences or tardies; always excused

1=Often late or tardy, but with excuses

0=Has unexcused absences or regular unexcused tardies

Comments:

Section Average:

2) Safety &

Risk Mgmt

6) Integrity: ethical behavior in accordance with City guiding principles

4=Develops ethical standard and review process and makes difficult ethical decisions

3=Identifies ethical standards and encourages staff and Council to review them

2=Exhibits satisfactory ethical behavior

1=Somewhat concerned, but not a high priority

0=Exhibits poor or questionable ethical behavior

Comments:

Section Average:

3) Working

Relationships

7) Working Relationship with staff

4=Exemplifies team, engages all staff, promotes positive relationships

3=Works well with most, promotes good camaraderie

2=Works well with most staff and in various groups

1=Not a great team player, only select relationships

0=Has not developed working relationships

Comments:

8) Working Relationship with Management

4=Provides exemplary communication to and respect for management

3=Always respectful, willing to provide constructive feedback

2=Respects management authority

1=Often fails to follow directives or questions authority

0=Disrespectful or insubordinate

Comments:

Section Average:

4) Image &

Reputation

9) Working Relationship with the Public

4=Extreme emotional intelligence and commitment to customer care

- 3=Always maintains professional demeanor; excels at public interaction
- 2=Typically maintains professional demeanor; rarely gets agitated
- 1=Lets personal issues reflect in public interactions
- 0=Is regularly rude, dismissive, or disrespectful

Comments:

10) Promotes a positive organization image

- 4= Develops a strategy to increase the positive image of the City and makes public presentations/prepares material to enhance the City image
- 3=Consciously works to convey a positive image in describing and presenting municipal services
- 2=Dresses appropriately and exhibits positive work habits
- 1=Occasionally reflects poorly
- 0=Does not convey a positive image

Comments:

Section Average:

5) Interaction with council

11) Informing and/or implementing of Council decisions

- 4= Anticipates issues likely to arise in the future alerts the Council to these issues and necessary actions develops implementation plans, mobilizes resources, and keeps the Council fully informed.
- 3=Provides quality information to the Council on issues and actions and the context in which they occur and develops implementation plans for Council decisions in an accurate and timely manner.
- 2=Provides adequate information to the Council on issues and actions as required and follows through on decisions as required.
- 1= Occasionally provides information to the Council
- 0= Provides inadequate information to the Council on issues and actions and fails to follow through on Council decisions.

Comments:

12) Interaction with Council members

- 4=Anticipates Council members and works to build a productive governance relationship between Council and Staff

- 3= Treats all Council members with respect, listens to Council comments
- 2= Has satisfactory interaction with Council members
- 1=Has minimal interaction with Council members
- 0= Has unsatisfactory interaction with Council members

Comments:

13) Policy Facilitation to presenting policy-related information and implementation of Council

4=Presents balanced and complete information and references relationship to strategic plan and overall policy goals.

3= Presents balanced and complete information including policy recommended as requested; respects role of elected officials in making policy decisions.

2= Presents policy-related information as requested or needed by the Council and sees that policy decisions are implemented.

1=Presents some policy-related information to Council

0= Presents no or inadequate policy-related information to Council

Comments:

Section Average:

6) Organizational Planning & Budgeting

14) Organizational Planning and Management: Budgeting and fiscal condition

4= Develops performance measures for budget and fiscal condition to assist Council in making informal decisions.

3= Makes budget and fiscal condition recommendations in accord with strategic plan

2= Provides accurate budget document and fiscal condition information to council and responds to questions

1=Provides some oversight on budgeting and fiscal condition

0=Does not provide effective oversight on budgeting and fiscal condition

Comments:

Section Average:

Performance Overall Average:

Achievement of Goals for Rating Period

Goal #1

Professional Development-

4= Complete goal achievement; full execution or buy-in

3=Goal and/or implementation nearly achieved or in need of tweaks

2=Good progress toward goal and implementation or justifiable delay

1=Made token effort, some or partial results

0=Failed to make an effort

Comments:

Goal #2

- 4= Complete goal achievement; full execution or buy-in
- 3=Goal and/or implementation nearly achieved or in need of tweaks
- 2=Good progress toward goal and implementation or justifiable delay
- 1=Made token effort, some or partial results
- 0=Failed to make an effort

Comments:

Goal #3

- 4= Complete goal achievement; full execution or buy-in
- 3=Goal and/or implementation nearly achieved or in need of tweaks
- 2=Good progress toward goal and implementation or justifiable delay
- 1=Made token effort, some or partial results
- 0=Failed to make an effort

Comments:

Goal #4

- 4= Complete goal achievement; full execution or buy-in
- 3=Goal and/or implementation nearly achieved or in need of tweaks
- 2=Good progress toward goal and implementation or justifiable delay
- 1=Made token effort, some or partial results
- 0=Failed to make an effort

Comments:

Goals Average:

take Performance Average multiply by 85%
 take Goals Average multiply by 15%

Overall Average 0

Goals for Next Rating Period

Goal #1

Goal # 2

Goal #3

Goal #4

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____