



To: Assembly Members

From: Debbie Thompson, Borough Clerk

Date: December 6, 2022

Re: 2022 Manager Performance Evaluation

It's evaluation time, and we will be using the same format for Manager Giesbrecht's evaluation as we did last year.

Please try to use the "Evaluator has No Basis for Judgement" column sparingly. If you do not have a sense whether the Manager "inspires trust and confidence with staff", for instance, please take the extra steps to speak to Department Heads so you can answer the question.

Your completed evaluation form is due back to my office by end of day, Wednesday, January 4, 2023.

If you have any questions, please contact me.

Thank you.

Evaluation Calendar:

Evaluations Issued	12/6/2022
Evaluations completed and returned to Clerk	1/6/2023
Selection of Assembly Member to assist Mayor at evaluation conference	At December 19, 2022 Assembly Meeting
Clerk completes combined evaluation form	1/9-13/2023
Mayor, selected assembly member and manager conduct conference and prepare draft evaluation	1/16-27/2023
Assembly addresses the draft evaluation	In Executive Session on February 6, 2023