

City of Silverton
360-Degree Performance Evaluation for 2024
City Manager

Date: September 9, 2024

Instructions

Review the City Manager's work performance for the entire period, refrain from basing judgement only on recent events or isolated incidents. Disregard general impressions and concentrate on one factor at a time.

Evaluate the City Manager on the basis of standards you expect to be met for the position considering the length of time in the job. Check (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the "N/A" (not applicable) column next to the factor. Provide specific supporting evidence with Rankings of 2 or below or above 4.

Rating Scale Definitions (1-5)

1	Unsatisfactory	Work performance is inadequate to the standards of performance required for the job, with no signs of improvement. Performance at this level cannot be allowed to continue.
2	Improvement Needed	Work performance does not consistently meet the standards of the position. Serious effort is needed to become a strong leader and achieve goals and objectives.
3	Meets Job Standard	Work performance consistently meets the standards of the position. Handles issues and responsibilities within role and delivers on standard expectations.
4	Exceeds Job Standard	Work performance is frequently or consistently above the level of a satisfactory, but has not achieved an overall level of outstanding performance.
5	Outstanding Performance	Strong leadership skills; serves as a role model for internal and external customers; consistently demonstrates excellence when compared to the standards of the job.

Performance Evaluation and Achievements

A. <u>Leadership</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/A</u>
1. Motivates others toward accomplishment of work.	☐	☐	☐	☐	☐	☐
2. Delegates appropriate responsibilities.	☐	☐	☐	☐	☐	☐
3. Makes thoughtful contributions to City Council and community members.	☐	☐	☐	☐	☐	☐
4. Effectively evaluates performance of subordinates in their area.	☐	☐	☐	☐	☐	☐
5. Seeks to develop teamwork.	☐	☐	☐	☐	☐	☐

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B. <u>Community/Business Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/A</u>
1. Maintains effective communication with local businesses and community groups.	☐	☐	☐	☐	☐	☐
2. Responsive to community/business issues	☐	☐	☐	☐	☐	☐
3. Encourages residents to serve on City committees	☐	☐	☐	☐	☐	☐
4. Regularly participates in local committees and organizations.	☐	☐	☐	☐	☐	☐
5. Communicates Council goals to the community	☐	☐	☐	☐	☐	☐

Comments: _____

C. <u>Intergovernmental Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/A</u>
1. Maintains effective communication with local, regional, state and federal government agencies.	☐	☐	☐	☐	☐	☐
2. Financial resources, including Urban Renewal grants, are pursued.	☐	☐	☐	☐	☐	☐
3. Regularly participates in local, regional, state and Federal organizations.	☐	☐	☐	☐	☐	☐
4. Lobbies effectively with legislators and state agencies regarding City programs and projects.	☐	☐	☐	☐	☐	☐

Comments: _____

D. <u>Public Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/A</u>
1. Projects a positive public image.	☐	☐	☐	☐	☐	☐
2. Is courteous to the public at all times.	☐	☐	☐	☐	☐	☐
3. Maintains effective relations with media representatives.	☐	☐	☐	☐	☐	☐
4. Responds to public requests and concerns in a timely manner.	☐	☐	☐	☐	☐	☐

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E. <u>Communication</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/A</u>
1. Oral communication is clear, concise and articulate.	☐	☐	☐	☐	☐	☐
2. Written communications are clear, concise and accurate.	☐	☐	☐	☐	☐	☐
3. Effective listener through showing interest, not interrupting, and allowing other to express their point of view.	☐	☐	☐	☐	☐	☐

Comments: _____

F. <u>Personal Traits</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/A</u>
1. Demonstrates Initiative.	☐	☐	☐	☐	☐	☐
2. Uses common sense when making decisions.	☐	☐	☐	☐	☐	☐
3. Demonstrates personal honesty and frankness in day-to-day relationships.	☐	☐	☐	☐	☐	☐
4. Is creative in developing practical solutions to problems faced in the course of work.	☐	☐	☐	☐	☐	☐

Comments: _____
