

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

Date _____

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.	___	___	___	___	___	___

Comments: _____

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B. <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: _____

C. <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: _____

D. <u>Fiscal Management</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/A</u>
1. Prepares realistic annual budget.	___	___	___	___	___	___
2. Controls expenditures in accordance with approved budget by seeking efficiency and effectiveness in all programs.	___	___	___	___	___	___
3. Keeps City Council informed about revenues and expenditures, actual and projected.	___	___	___	___	___	___
4. Ensures that the budget addresses Council's goals and objectives.	___	___	___	___	___	___

Comments: _____

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E. <u>Staff Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/A</u>
1. Creates a work environment based on inclusiveness, encourages open communication and welcomes staff's suggestions and point of view.	___	___	___	___	___	___
2. Seeks to develop skills and abilities of employees.	___	___	___	___	___	___
3. Delegates appropriate responsibilities.	___	___	___	___	___	___
4. Provides coaching and training.	___	___	___	___	___	___
5. Uses effective supervisory skills.	___	___	___	___	___	___
6. Interpersonal relationship with management staff .	___	___	___	___	___	___
7. Supports staff development through training and constructive feedback.	___	___	___	___	___	___

Comments: _____

F. Management Relations

1. Models expected behavior.	___	___	___	___	___	___
2. Provides mentorship and supports learning opportunities.	___	___	___	___	___	___
3. Listens to diverse and differing opinions with an open mind, even when conflicting with his/hers.	___	___	___	___	___	___
4. Applies and follows City policies and Handbook.	___	___	___	___	___	___
5. Is responsible, approachable, and available.	___	___	___	___	___	___
6. Provides meaningful feedback (i.e., evaluations).	___	___	___	___	___	___
7. Demonstrates a high degree of ethical behavior. Is respected and trusted.	___	___	___	___	___	___

Comments: _____
