

Town Manager Performance Evaluation

Date: _____

Rating Scale Definitions (1-5)

- Unsatisfactory (1): The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.
- Improvement Needed (2): The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job Standard (3): The employee's work performance consistently meets the standards of the position.
- Exceeds Job Standard (4): The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5): The employee's work performance is consistently excellent when compared to the standards of the job.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Town Council Relationships	1	2	3	4	5	N/A
A.	Effectively implements policies and programs approved by the Town Council.	_____	_____	_____	_____	_____	_____
B.	Reporting to the Town Council is timely, clear, concise and thorough.	_____	_____	_____	_____	_____	_____
C.	Accepts direction/instructions in a positive manner.	_____	_____	_____	_____	_____	_____
D.	Effectively aids the Town Council in establishing long range goals.	_____	_____	_____	_____	_____	_____
E.	Keeps the Town Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	_____	_____	_____	_____	_____	_____
F.	Provides the Town Council with clear reports of anticipated issues that could come before the Town Council.	_____	_____	_____	_____	_____	_____

Comments: _____

Comments: _____

6. Personal Traits	1	2	3	4	5	N/A
A. Initiative.	_____	_____	_____	_____	_____	_____
B. Judgment.	_____	_____	_____	_____	_____	_____
C. Fairness and impartiality.	_____	_____	_____	_____	_____	_____
D. Creativity.	_____	_____	_____	_____	_____	_____

Comments: _____

7. Intergovernmental Affairs	1	2	3	4	5	N/A
A. Maintains effective communication with local, regional, state and federal government agencies.	_____	_____	_____	_____	_____	_____
B. Financial resources (grants) from other agencies are pursued.	_____	_____	_____	_____	_____	_____
C. Contributions to good government regular participation in local, regional and state committees and organizations.	_____	_____	_____	_____	_____	_____
D. Lobbies effectively with legislators and state agencies regarding Town programs and projects.	_____	_____	_____	_____	_____	_____

Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD

III. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory (1) _____

Improvement Needed (2) _____

Meets Job Standards (3) _____

Exceeds Job Standards (4) _____

Outstanding (5) _____

Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period: _____

Evaluator's Signature