Town Manager Performance Evaluation

						Da	te:						
Ratin	g Scale Definitions	(1-5)											
Unsati	sfactory (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. The employee's work performance does not consistently meet the standards of											
Improvement Needed (2):		The employee's work the position. Serious e	performs ffort is r	ance does needed to	not cons improve	istently r performa	neet the s ince,	tundards of					
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. The employee's work performance is consistently excellent when compared to the standards of the job. VALUATION AND ACHTEVEMENTS elationships 1 2 3 4 5 N/A ments policies and ed by the Town Council.											
Outstanding (5):		The employee's work p	erforma	nce is cor	sistently	excellen	neet the standards of ance, standards of the entity above the level level of outstanding at when compared to						
l. Pei	RFORMANCE EV	ALUATION AND AC	CHIEVE	MENTS									
1.	Town Council Relationships 1 2 3 4 5 N/A												
A.	Effectively implements policies and programs approved by the Town Council.												
В. ·	Reporting to the T	Fown Council is timely, thorough.	***************************************	-		-	h-h-m-h-m-h-m-h-d-						
C.	Accepts direction/instructions in a positive manner.												
D.	Effectively aids the Town Council in establishing long range goals.												
E.	current plans and administration and	l new developments islation, governmental		ennennennennennen seka	hadaaadhaan quy			**************************************					
F.		ted issues that could own Council.				Museumenh/ sunts	بالموسيون ميدر 1847 - 10 - 10						
Commer	nis:												

2.	Public Relations	1	2	3	4	5	N
A.	Projects a positive public image.		***************************************	************			-
B.	Is courteous to the public at all times.		Market Street, and	~			
C.	Maintains effective relations with media representatives.			No. Contraction of the Contracti	-		
Com	ments:	-					
3.	Effective Leadership of Staff	1	2	3	4	5	N
A.	Delegates appropriate responsibilities.				Participation of the latest and the	-	
Comm	ments:						
4.	Fiscal Management	1	2	3	4	5	N.
A.	Prepares realistic annual budget.						1
B.	Controls expenditures in accordance with approved budget.			-		···.	······································
C.	Keeps Town Council informed about revenues and expenditures, actual and projected.		-				**************************************
D.	Ensures that the budget addresses the Town Council's goals and objectives, including readability.				•	ya.	
Comm	ents:						
		-			·		t to the state of
5.	Communication	1	2	3	4	5	N/
A.	Oral communication is clear, concise and articulate.	- Mariana - Carlo - Car					
В.	Written communications are clear, concise and accurate.						

.

6.	Personal Traits	1	2	3	4	5	N/
A.	Initiative.	A			And the second second		
₿.	Judgment.		-				
C.	Fairness and impartiality.		- Washington Committee				
D.	Creativity.		-				
Com	ments:						
			P				-
7.	Intergovernmental Affairs	1	2	3	4	5	N/A
Α,	Maintains effective communication with local, regional, state and federal government agencies.		**************				managan (A) i decentrical
В.	Financial resources (grants) from other agencies are pursued.		***************************************				
C.	Contributions to good government regular participation in local, regional and state committees and organizations.						Witnessner
D.	Lobbies effectively with legislators and state agencies regarding Town programs and projects.						
Comn	nents:						
	· reserve and a sign of the second second second						
fl. A	CHIEVEMENTS RELATIVE TO OBJECT	TIVES	FOR TE	US EVA	LUATIC	N PERI	OD

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:
2
Evaluator's Signature