



VILLAGE MANAGER PERFORMANCE EVALUATION

Purpose of Evaluation

The purpose of the performance evaluation process conducted by and between the Village of Wellington Council and the Village Manager is:

1. To strengthen the relationship between the Council and the Village Manager
2. To provide a mechanism for regular evaluation
3. To identify performance objectives for the Village Manager
4. To provide feedback to the Village Manager and identify areas where improvements may be needed

Frequency

The Council will evaluate the Village Manager annually. The schedule for the evaluation will be during the budget process and will be completed before the adoption of the annual budget.

Evaluation Procedure

The evaluation procedure remains at the will and the direction of the Village Council and may be modified at any time. In general, the evaluation process will include the following steps:

1. The Village Council will inform the Village Manager when the time for an annual evaluation is due, in accordance with the Village Manager's contract.
2. The Mayor will ask Council Members to complete the evaluation form prior to an evaluation session.
3. Each Council member may meet face to face with the Village Manager prior to the evaluation session.
4. The results of the evaluation will be placed on the Official Village agenda as soon as possible.
5. If warranted, the Village Council will authorize the implementation of a salary increase in accordance with the Village's Personnel Policies and Regulations and the Employment Agreement with the Village Manager.
6. The performance evaluation, and any subsequent actions, will be placed in the Village Manager's employee personnel file.
7. This performance evaluation process is not intended to and shall not be constructed as a re-opening or modification of the Village Manager's existing contract.



VILLAGE MANAGER PERFORMANCE EVALUATION

Village Manager: Franklin P. Schofield **Date:** _____

Evaluation Period from: _____ **To:** _____

Submitted by: _____

The following pages define significant areas of responsibility for the Village Manager position. In each section, examples of performance and responsibilities are articulated to better explain each subject heading. Please rate the Manager's performance based on the following categories:

Rating Performance

Definition

6	Outstanding Far Exceeds all expectations	Generally applies to the top 1% of all employees in the workplace. This person's overall skills and abilities far exceed all expectations of the position. Demonstrated strong expertise within key areas of responsibilities. Consistently outstanding results beyond scope of the performance plan over entire period. Anticipates managements' needs and executes plans flawlessly.
5	Excellent Exceeds all expectations	Generally applies to the top 5-10% of all employees in the workplace. This person's overall skills and abilities greatly exceed the expectations of the position. Demonstrated strong expertise within key areas of responsibilities. Occasionally receives outstanding results beyond scope of the performance plan in some key areas of responsibility over entire performance period.
4	Very Good Meets all expectations	Generally applies to the next 20-25% of employees. Occasionally exceeds performance expectations of the position. Performed the most difficult parts of the job competently and thoroughly. Contributed significant results on their own initiative. Worked with a high level of independence, initiative and concern for the quality of the service produced by the organization.
3	Good Meets expectations	Generally applies to 40-50% of employees. Meets all expectations of the position and is competent in the performance of responsibilities.
2	Fair Meets most expectations	Generally applies to 20% of employees. Often failed to meet performance expectations of the position. Performance was generally adequate, but is deficient in one or more key areas and will require additional training or assistance to fully achieve expectations
1	Poor Fails to meet most expectations	Generally applies to bottom 4% of employees. Performance was well below expectations in most areas of responsibility. Serious performance deficiencies that inhibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion or termination of employment.
0	Unsatisfactory Fails to meet all expectations	Generally applies to bottom 1% of employees. Performance is well below expectations in most all areas of responsibility. Serious performance deficiencies that prohibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion, or termination of employment.



VILLAGE MANAGER PERFORMANCE EVALUATION

I. MANAGEMENT OF THE ORGANIZATION: Effectively runs the operations of the organization. Creates a collaborative, team building, environment for staff. Recognizes the accomplishments of Staff and other agencies working on behalf of the Village. Supports professional growth and opportunity within the organization. Accepts full accountability for staff and the outcome of Village projects or decisions. Identifies organizational problems and takes remedial action.

6-Outstanding 5-Excellent 4-Very Good 3-Good
 2-Fair 1-Poor 0-Unsatisfactory

Comments:

II. EXECUTION OF POLICY: Understands and complies with policies and procedures governing the Village. Implements Village policy fairly and consistently based upon Council decisions, goals, and applicable laws and regulations. Works toward accomplishing identified Council goals. Presents matters in a factual, analytical way. Coordinates Council policy decisions to staff, departments, other organizations, and the community.

6-Outstanding 5-Excellent 4-Very Good 3-Good
 2-Fair 1-Poor 0-Unsatisfactory

Comments:

III. FINANCIAL MANAGEMENT: Properly prepares and manages the budget. Demonstrates ingenuity in approaching budgetary matters including long range revenues and expenditures for the organization.

6-Outstanding 5-Excellent 4-Very Good 3-Good
 2-Fair 1-Poor 0-Unsatisfactory

Comments:



VILLAGE MANAGER PERFORMANCE EVALUATION

- IV. RELATIONSHIP WITH THE COUNCIL:** Provides regular updates to the Council keeping them informed about current and critical issues. Makes effort to be accessible to Council Members. Handles issues brought by the Council in a consistent and timely manner. Maintains an honest approach to new ideas, issues, and complaints raised by Council Members.

___ 6-Outstanding ___ 5-Excellent ___ 4-Very Good ___ 3-Good
___ 2-Fair ___ 1-Poor ___ 0-Unsatisfactory

Comments:

- V. COMMUNITY RELATIONSHIPS:** Makes an effort to understand general community issues and concerns. Remains involved and active in the community, represents the Village well and in a professional and positive manner. Works proactively with the media and press. Works effectively with community organizations and other agencies. Educates the community on Village goals and services.

___ 6-Outstanding ___ 5-Excellent ___ 4-Very Good ___ 3-Good
___ 2-Fair ___ 1-Poor ___ 0-Unsatisfactory

Comments:

- VI. COMMUNICATION:** Insures that Council Members receive important information in a timely and effective manner. Presents the Council and community with clear and accurate written reports and correspondence. Responds to correspondence, requests, and complaints quickly and appropriately. Facilitates open two-way communication and encourages mutual honesty and respect with the community, Council, and staff.

___ 6-Outstanding ___ 5-Excellent ___ 4-Very Good ___ 3-Good
___ 2-Fair ___ 1-Poor ___ 0-Unsatisfactory

Comments:



VILLAGE MANAGER PERFORMANCE EVALUATION

VII. LEADERSHIP: Provides the Council and the organization with real solutions and creative alternatives to issues and problems. Anticipates and responds to issues. Assures that Council decisions are thought out, objective, and consistent with past practices, and are legal and ethical. Makes use of sound administrative practices. Leads the organization through effective management of people and tasks.

6-Outstanding **5-Excellent** **4-Very Good** **3-Good**
 2-Fair **1-Poor** **0-Unsatisfactory**

Comments:

VIII. PROFESSIONALISM: Deals effectively and appropriately with the public and other organizations. Devotes time and energy to the job. Demonstrates high ethical standards in the organization. Works to keep "politics", and personal perspectives out of the decision making process. Stays active in professional organizations and regional issues.

6-Outstanding **5-Excellent** **4-Very Good** **3-Good**
 2-Fair **1-Poor** **0-Unsatisfactory**

Comments:



VILLAGE MANAGER PERFORMANCE EVALUATION

Achievements: Identify a few of the top achievements or strong points you observed in the Village Manager over the past year.

Comments:

Objectives: List two-to-three performance objectives that you feel are important for the Village Manager to work on for the coming year.

Comments: