City Manager Performance Evaluation - Staff

City of Whitewater

Evaluation period: 2026

Each participant should complete this evaluation form and return it to the Human Resources Department. Forms may be submitted via paper or electronically to the Human Resources office or smarquardt@whitewater-wi.gov. If submitting electronically, please indicate "CONFIDENTIAL" on the subject line. The deadline for submitting this performance evaluation is December 21, 2026. Evaluations will be summarized and included on the agenda for discussion at the Common Council Meeting on January 19, 2027.

_____

Signature (optional)

_____

Date Submitted

INSTRUCTIONS

The City Manager evaluation process is designed to provide constructive feedback, align performance with priorities, and support professional development. Your input is essential to ensure a fair, comprehensive, and forward-looking evaluation.

Start by reviewing the City Manager's self-evaluation, which has been provided as a separate document. This document outlines key accomplishments, challenges, and goals from the past year and is intended to provide important context to assist you in completing your evaluation.

For Section 1, staff members are asked to evaluate the City Manager's performance in several key areas. For each category, assign a rating using the following scale: **NE = Needs Improvement**, **ME = Meets Expectations**, and **EE = Exceeds Expectations**. These ratings should reflect your assessment of the City Manager's performance over the evaluation period, taking into account both day-to-day responsibilities and broader leadership contributions. Beneath each category, provide brief written comments to support your rating. Comments help clarify the basis of your assessment, highlight specific examples, and ensure that feedback is meaningful and actionable.

For Section 2, staff members should provide narrative feedback that goes beyond ratings. This section is an opportunity to reflect on and communicate the City Manager's key strengths, areas for growth, and constructive suggestions for improvement. Staff members are also encouraged to identify priorities or expectations that should guide the City Manager's focus in the upcoming evaluation period. Thoughtful, candid feedback in this section will help establish shared priorities and support the City Manager's ongoing professional development and alignment with Council and staff goals.

SECTION 1: Staff Member Evaluation

(Completed individually by each staff member)

Rating Scale: NE = Needs Improvement ME = Meets Expectations EE = Exceeds Expectations

#	Performance Category	Description	Rating (NE/ME/EE)
1	Individual Characteristics	Integrity, judgment, adaptability, professionalism, demeanor.	
Comments:			
2	Professional Skills & Leadership	Knowledge of local government management, creativity, problem-solving, innovation.	
Comments:			
3	Employee Relations	Accessibility, responsiveness, clarity and timeliness of information, and support for departmental needs and initiatives.	
Comments:			
4	Organizational Direction & Implementation	Effectively communicates and carries out organizational goals and priorities and provides clear guidance	
Comments:			

#	Performance Category	Description	Rating (NE/ME/EE)
5	Communication & Reporting	Clear, accurate, proactive; keeps staff and public informed.	
Comments:			
6	Community Relations & Engagement	Responsiveness to citizens, representation of City, partnerships, media relations.	
Comments:			
7	Organizational Management & Culture	Promotes teamwork, recognition, staff development, succession planning.	
Comments:			
8	Fiscal Stewardship	Budget preparation and management, responsible resource use, long-term planning.	
Comments:			

SECTION 2: Narrative Feedback

(Completed by each staff member)

1. Strengths – What key strengths or accomplishments stand out this year?

2. Areas for Growth – What areas are most critical for improvement?

3. Suggestions – What constructive feedback would enhance performance?

4. City Priorities – What priorities or expectations should guide the next review period?