



# Performance Evaluation - City Administrator - September/October 2021

## Rating Scale Definitions (1-5)

1 - Unsatisfactory: The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue

2 - Improvement Needed: The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance

3 - Meets Job Standard: The employee's work performance consistently meets the standards of the position

4 - Exceeds Job Standard: The employee's work performance is frequently or consistently above the level of a satisfactory employee

5 - Outstanding: The employee's work performance is consistently excellent when compare to the standards of the job

N/O: No opinion: Use this option if you do not know the answer or have no opinion to provide.

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## City Council Relationships

1. Effectively implements policies and programs approved by the City Council

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

2. Reporting to the City Council is timely, clear concise and thorough

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

3. Accepts direction/instructions in a positive manner

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

4. Effectively aids the City Council in establishing long range goals

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

5. Keeps the City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

6. Comments

## Public Relations

### 7. Projects a positive public image

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

### 8. Is courteous to the public at all times

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

9. Maintains effective working relationships with media representatives

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

10. Comments

## Employee Relations

### 11. Works well with other employees

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

### 12. Delegates appropriate responsibilities

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

13. Uses effective supervisory skills

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

14. Recruits and hires qualified and effective staff

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

15. Comments



## Fiscal Management

### 16. Prepares a realistic annual budget

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

### 17. Seeks efficiency, economy and effectiveness in all programs

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

18. Controls expenditures in accordance with approved budget

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

19. Keeps everyone informed about revenues and expenditures, actual and projected

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

20. Ensures that the budget addresses the City's goals and objectives

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

21. Comments

## Communication

22. Able to speak clearly and persuasively, listens and gets clarification, responds well to questions, demonstrates presentation skills and participates in meetings

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

23. Able to write clearly and succinctly in a variety of communication settings and styles, able to craft messages with desired effect

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

## 24. Comments

## Personal Traits

25. Initiative - identifies opportunities and issues, proactively acts and follows through on work activities to resolve/capitalize on them

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

26. Judgement - makes decisions that are sound, accurate, timely and supported by the reason and inclusion of others

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

27. Fairness and impartiality - treats direct reports equitably, acts fairly, and listens well

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

28. Creativity – authors new and unique ideas; easily makes connections among previously unrelated notions and tends to be seen as original and value-added in brainstorming sessions

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

29. Comments

## Intergovernmental Affairs

30. Maintains effective communication with local, regional, state and federal government agencies

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

31. Financial resources (grants) from other agencies are pursued

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion



32. Contributes to good government through regular participation in local, regional and state committees and organizations

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

33. Lobbies effectively with legislators and state agencies regarding City programs and projects

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

34. Comments

## Achievements Relative to Objectives

35. Comment on achievements relative to objectives for this evaluation period

## Summary Rating

Overall Performance Rating - considering the results obtained against established performance standards as well as objectives, the following rated is provided.

### 36. Overall Performance Rating

- Unsatisfactory
- Improvement Needed
- Meets Job Standard
- Exceeds Job Standard
- Outstanding

### 37. Comments

## Future Goals and Objectives

38. List specific goals and objectives to be achieved in the next evaluation period.

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