**CITY OF – EMPLOYEE PERFORMANCE EVALUATION**

FOR ADMINISTRATIVE PERSONNEL

Employee Name: Employee No.: Hire Date: Job Title: Grade/Class: Department/Division: Review Period: to Reason: Probation Annual Other

Instruct employee to provide for the evaluation process, a list of principal responsibilities and significant changes or accomplishments during the evaluation period. Employee should be notified two (2) days in advance of the performance evaluation appointment.

PERFORMANCE EXPECTATIONS: Rate the employee in each of the following specific areas using this point rating scale: N/A – Not Applicable; 1 – Needs Significant Improvement; 2 – Needs Improvement; 3 – Meets Expectations;

4 – Exceeds Expectations; 5 – Greatly Exceeds Expectations.

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| EXPECTATIONS | RATING | SUPPORTING COMMENTS |
| **COMMUNITY IMAGE** |  |  |
| 1. Projects professional public image through appearance, speech and general conduct. |  |  |
| 2. Recognizes and handles potential public relations problems; responds and works to resolve complaints received in an  effective timely manner. |  |  |
| 3. Promotes City of in a positive manner. |  |  |
| 4. Maintains productive relationships with legislative bodies and various agencies. |  |  |
| 5. Enhances public awareness of departmental programs and  services. |  |  |
| **RELATIONS WITH CITY COMMISSION** |  |  |
| 6. Maintains responsive, informative and professional communications with City Commission. |  |  |
| 7. Articulates ideas and recommendations to elected officials, City Manager, and Director without compromising others. |  |  |
| 8. Accepts decisions of Commission even if different than staff  recommendations, and carries out policy or directive in a professional style. |  |  |
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| **RELATIONS WITH STAFF AND OTHER DEPARTMENTS** |  |  |
| 9. Prepares accurate and thorough abstracts and memos for staff communications. |  |  |
| 10. Assesses and improves employee’s performance behaviors,  productivity and morale through counseling, training and development; counsels and evaluates in an objective manner. |  |  |
| 11. Maintains productive relationships with other departments. |  |  |
| 12. Monitors safety program according to City policies and guidelines; maintains and encourages safety awareness  throughout the operational and administrative functions. |  |  |
| 13. Motivates staff to accomplish departmental goals and objectives; promotes an environment that encourages problem  solving and teamwork. |  |  |

**PERFORMANCE EVALUATION,** Continued

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| EXPECTATIONS | RATING | SUPPORTING COMMENTS |
| **RELATIONS WITH STAFF AND OTHER DEPARTMENTS (cont.)** |  |  |
| 14. Administers consistent, fair and effective corrective and  disciplinary actions; documents thoroughly; resolves confrontations and conflicts in a professional manner. |  |  |
| 15. Delegates appropriate responsibility, authority and work  assignments to employees; sets realistic priorities and deadlines for staff; assigns work fairly and impartially. |  |  |
| 16. Communications are sensitive to needs of staff; explains instructions and assignments in an understandable manner; maintains cooperative, productive working relationships with  staff and peers. |  |  |
| **PROCEDURAL PERFORMANCE** |  |  |
| 17. Exercises cost effective procedures; prepares and submits  budget on schedule; documents budget needs; stays within budget. |  |  |
| 18. Selects and promotes staff based on job criteria consistent with the City’s hiring procedures and employment laws. |  |  |
| 19. Identifies and recommends improvements in departmental and City operations. |  |  |
| 20. Obtains and analyzes information so that problems are  recognized, prevented and/or resolved in a sound and timely manner. |  |  |
| 21. Consistently follows City policies and procedures, does not abuse privileges. |  |  |
| **INTERNAL IMPROVEMENT** |  |  |
| 22. Has thorough understanding of responsibilities and skills to  perform job duties; applies technical knowledge and stays abreast of new developments. |  |  |
| 23. Develops and implements goals, plans and priorities; schedules, delegates and monitors projects to meet deadlines. |  |  |
| 24. Solves daily problems effectively; prepares clear analysis of alternatives when making decisions. |  |  |
| 25. Recognizes and learns from own mistakes. |  |  |
| 26. Maintains productive routine work flow and monitors and reports progress of programs, plans, etc. on a timely basis. |  |  |
| **RELATIONS WITH DIRECTOR** |  |  |
| 27. Supports goals and objectives of management; accepts direction and/or constructive criticism; recognizes limitations  and takes positive steps to expand. |  |  |
| 28. Prepares written communications and reports in a clear, concise, organized and effective format; utilizes grammar and  punctuation. |  |  |
| 29. Keeps Director informed regarding elected officials' concerns to help Director maintain equitable dialogue with policy makers. |  |  |
| 30. Accepts questions or assignments with positive attitude and responds within a reasonable time. |  |  |
| 31. Ability to communicate concerns, questions, criticism of  differences to Director in a constructive manner. |  |  |
| 32. Conveys staff recommendations and policy change proposals to Director. |  |  |
| 33. Presents items and staff recommendations to Director in detailed and concise manner. |  |  |

**PERFOMANCE EVALUATION**, Continued

# Complete all of the following sections:

1. Accomplishments or new abilities demonstrated since last review
2. Specific areas of needed improvement
3. Recommendations for professional development (seminars, training, schooling, etc.)
4. Goals/objectives for next period

Employee’s Comments:

Discussed with individual on / / Employee’s Signature Follow-up requested/desired Yes No Follow-up Date / / Evaluator’s Signature Date / /

Distribution:

Original-Employee

Copy-Personnel