

**CITY CLERK  
PERFORMANCE EVALUATION**

**SUGGESTED INSTRUCTIONS**

Evaluate the City Clerk on the basis of standards you expect to be met for the job, considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the “N/O” column next to the factor.

**RATING SCALE DEFINITIONS (1-5)**

Unsatisfactory (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.

Improvement Needed (2)      The employee’s work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

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.

Outstanding (5)      The employee’s work performance is consistently excellent when compared to the standards of the job.

**I. PERFORMANCE EVALUATION AND ACHIEVEMENTS**

<b>1. City Commission Relationships</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
A. Effectively attests and archives policies and programs approved by the City Commission.	___	___	___	___	___	___

<b>1.</b>	<b>City Commission Relationships–cont.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
B.	Reporting consistently to the City Commission on appointed advisory positions in a timely manner	___	___	___	___	___	___
C.	Accepts direction/instructions in a positive manner.	___	___	___	___	___	___
D.	Provides the City Commission with timely results of action taken at City Commission, and other City Foundations' Meeting Minutes.	___	___	___	___	___	___
E.	Effectively manages all legal Notices of City Commission meetings.	___	___	___	___	___	___
F.	Effectively attests to ordinances, resolutions contracts, bonds, leases and other legal instruments for the City.	___	___	___	___	___	___

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>2.</b>	<b>Public Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
A.	Projects an open public image.	___	___	___	___	___	___
B.	Is courteous to the public at all times.	___	___	___	___	___	___
C.	Maintains effective relations with members of the public and Commission appointed members.	___	___	___	___	___	___

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>3.</b>	<b>Effective Leadership of Staff</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
A.	Delegates appropriate responsibilities.	___	___	___	___	___	___

Comments: \_\_\_\_\_

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<b>4. Communication</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
A. Oral communication is clear, concise and articulate.	___	___	___	___	___	___
B. Written communications are clear, concise and accurate.	___	___	___	___	___	___

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>5. Personal Traits</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
A. Initiative.	___	___	___	___	___	___
B. Judgment.	___	___	___	___	___	___
C. Fairness and Impartiality.	___	___	___	___	___	___
D. Creativity.	___	___	___	___	___	___

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>6. Intergovernmental Affairs</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
A. Maintains effective communication with local, state, and federal government agencies.	___	___	___	___	___	___
B. Contributions to good government through regular participation in local, regional and state associations and organizations.	___	___	___	___	___	___

Comments: \_\_\_\_\_

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**II. ACHIEVEMENTS RELATIVE TO OBJECTIVE FOR THIS EVALUATION PERIOD**

Please see attached email from Asceleta Hammond, City Clerk.

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**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 \_\_\_ Improvement \_\_\_ Meets Job \_\_\_ Exceeds Job \_\_\_ Outstanding \_\_\_  
Needed Standards Standards

Comments: \_\_\_\_\_

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**IV. FUTURE GOALS AND OBJECTIVES**

Share goals and objectives to be achieved in the next evaluation period. (Any item(s) you wish to have the City Clerk focus on) \_\_\_\_\_

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**V. REQUEST FOR PERSONAL MEETING**

Do you wish to meet with the City Clerk, before implementing this performance evaluation, to discuss any performance related issues? \_\_\_\_\_ Yes, I wish to meet.  
\_\_\_\_\_ No, I do not wish to meet.

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MAYOR/COMMISSIONER  
DISTRICT \_\_\_\_\_

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Insert name  
CITY CLERK