

**CITY MANAGER
PERFORMANCE EVALUATION**

SUGGESTED INSTRUCTIONS

Evaluate the City Manager 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

1.	City Commission Relationships	1	2	3	4	5	N/O
A.	Effectively implements policies and programs approved by the City Commission	___	___	___	___	___	___
B.	Reporting to the City Commission is timely, clear, concise and thorough.	___	___	___	___	___	___

1. City Commission Relationships–cont.	1	2	3	4	5	N/O
C. Accepts direction/instructions in a positive manner.	___	___	___	___	___	___
D. Keeps the City Commission informed of current plans and activities of administration, legislation, governmental practices and regulations, etc.	___	___	___	___	___	___
E. Provides the City Commission with information on anticipated issues that could come before the City Commission.	___	___	___	___	___	___

Comments: _____

2. Public Relations	1	2	3	4	5	N/O
A. Projects a positive public image.	___	___	___	___	___	___
B. Is courteous to the public at all times.	___	___	___	___	___	___
C. Maintains effective relations with media representatives.	___	___	___	___	___	___

Comments: _____

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

Comments: _____

4. Fiscal Management	1	2	3	4	5	N/O
A. Prepares realistic annual budget	___	___	___	___	___	___

4. Fiscal Management – cont. **1** **2** **3** **4** **5** **N/O**

B. Controls expenditures in accordance with approved budget. _____

C. Keeps City Commission informed about revenues and expenditures, actual and projected. _____

D. Ensures that the budget addresses the City Commission’s goals and objectives. _____

Comments: _____

5. Communication **1** **2** **3** **4** **5** **N/O**

A. Oral communication is clear, concise and articulate. _____

B. Written communications are clear, concise and accurate. _____

Comments: _____

6. Personal Traits **1** **2** **3** **4** **5** **N/O**

A. Initiative. _____

B. Judgment. _____

C. Fairness and Impartiality. _____

D. Creativity. _____

Comments: _____

7.	Intergovernmental Affairs	1	2	3	4	5	N/O
A.	Maintains effective communication with local, regional, state, and federal government agencies.	___	___	___	___	___	___
B.	Financial resources (grants) from other agencies are pursued.	___	___	___	___	___	___
C.	Contributions to good government through regular participation in local, regional and state committees and organizations.	___	___	___	___	___	___
D.	Lobbies effectively with legislators and state agencies regarding City programs and projects.	___	___	___	___	___	___

Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

Please see attached list of significant accomplishments for the rating period. This brief list is illustrative of some of the major accomplishments and not intended to be an all-inclusive list.

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: _____

IV. FUTURE GOALS AND OBJECTIVES

Share goals and objectives to be achieved in the next evaluation period. (Share item you wish to have the City Manager focus on) _____

MAYOR/COMMISSIONER
DISTRICT _____

GREGORY P. HARRISON
CITY MANAGER