INTERNAL AUDITOR
PERFORMANCE EVALUATION

SUGGESTED INSTRUCTIONS

Evaluate the Internal Auditor 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)	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)	Employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
Meets Job Standard (3)	Employee's work performance consistently meets the standards of the position.
Exceeds Job Standard (4)	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)	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 (*Audit/Strategic Plan*)	___	___	___	___	___	___
B.	Reporting to the City Commission is timely, clear, concise and thorough. (*Activity Report*)	___	___	___	___	___	___
C.	Accepts direction/instructions in a positive manner. (*Communications from Commission, One on One Meetings, City Management requests*)	___	___	___	___	___	___
D.	Keeps the City Commission informed of current plans and activities of administration, legislation, governmental practices and regulations, etc. (*Strategic plan/Activity Report*)	___	___	___	___	___	___
E.	Provides the City Commission with information on anticipated issues that could come before the City Commission. (*Formal/Informal one on one meetings, Emails, phone calls*)	___	___	___	___	___	___

Comments: ____

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

Comments: ____

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3.	**Effective Leadership of Staff**	**1**	**2**	**3**	**4**	**5**	**N/O**
A.	Delegates appropriate responsibilities. (*Audit/Work Assignments to staff*)	___	___	___	___	___	___
B.	Conducts training in internal audit policies, methods, procedures, internal controls.	___	___	___	___	___	___
C.	Evaluates staff performance in accordance with City policies & procedures	___	___	___	___	___	___

Comments: ____

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4.	**Fiscal Management** (*Budgeting Process*)	**1**	**2**	**3**	**4**	**5**	**N/O**
A.	Prepares realistic annual budget	___	___	___	___	___	___
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: ____

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5.	**Communication**	**1**	**2**	**3**	**4**	**5**	**N/O**
A.	Oral communication is clear, concise and articulate. Advises City Manager on a continuing basis of any fiscal or other operation within the City which should be reviewed (*Risk Assessment, Strategic plan, Audit entrance/exit meetings*) (*One on One, Activity Report Presentation, Audit Entrance/Exit Meetings*)	___	___	___	___	___	___

B. Written communications are clear, concise and accurate. (*Memos/Audit Reports, Activity Report, Emails*) ___ ___ ___ ___ ___ ___

C. Discusses audits and recommendations with department officials, and assists in applying recommendations (*Exit conference/ Recommendations follow up*) ___ ___ ___ ___ ___ ___

D. Coordinates the preparation of the City's reply to the external auditor management letter (*If there are findings to respond to*) ___ ___ ___ ___ ___ ___

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 (*Meetings/communications with other City Auditors*)	___	___	___	___	___	___
B.	Contributions to good government through regular participation in local, regional and state committees and organizations (*Broward County Shelter*	___	___	___	___	___	___

Manager training)

Comments: ____

8.	**Essential Duties**	**1**	**2**	**3**	**4**	**5**	**N/O**
A.	Provides for a review of the internal control of administrative and accounting mechanisms to ensure a sound administration and to deter the occurrence of fraudulent acts (*Reviews of policies & procedures, technical assistance, draft contracts review*)	___	___	___	___	___	___
B.	Performs tests and evaluations to assure compliance with contracts and grant requirements (*Audits of revenues/expenditures deemed significant based on risk assessment, Fed/State grants audits*)	___	___	___	___	___	___
C.	Develops, implements, schedules, assigns compliance with contracts and grants and updates the annual audit program, and coordinates internal audit efforts with those of the external auditor and the Director of Finance (*Strategic plan update, Annual audit assistance with Fed/State grants*)	___	___	___	___	___	___
D.	Provides for any analysis and assessment of the relevance and efficiency of the activity structures of the organization, its plans and objectives, and its use of human and material resources (*Audits of policies & procedures, capital improvements projects, contracts/ agreements*)	___	___	___	___	___	___

II. ACHIEVEMENTS RELATIVE TO OBJECTIVE FOR THIS EVALUATION PERIOD: *(Annual Activity Report & related audit memos/reports, extra curricula activities)*

Accomplishments:

- Completed the hiring of a Deputy Internal Auditor
- Presented to the Commission the Activity Report – the required reporting to the Commission
- Completed 13 audit projects for a total of $107.1 million, including more than 30 technical assistance assignments for City Departments, and two Management requests
- Follow-up was completed on two prior audit reports, covering 14 recommendation, including one rated "high"/"red" risk
- Attended all Commission meeting in the reporting period, except for one watched live from home
- After the November election briefed -in person- two Commissioners, invited the rest via email (with previous Activity Report attached), and in person
- Completed 52 hours of professional educational training, above the minimum that is required by City and professionally to maintain CPA certification in two States; classes included 4 professional ethics hours
- Participated in the City Strategic Planning process
- Frequently provided consultation (outside official audit projects) with/for different Department Heads regarding matters raised/initiated by Department Heads, including discussions related to cyber security risk mitigation in the City
- Participated in the Broward County Shelter Management Training course
- Volunteered for Habitat for Humanity home building projects twice
- Participated in discussions with General Services/Purchasing, Capital Improvement Projects (CIP), and Finance regarding setting up compliance with local participation reporting and monitoring, and other requirements included in G.O. Bond and other projects
- Met with other Internal Auditors from other (two) neighboring Cities

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 Needed __ Meets Job Standards ___ Exceeds Job Standards ___ Outstanding ___

Comments: ____

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IV. FUTURE GOALS AND OBJECTIVES

Share goals and objectives to be achieved in the next evaluation period. (Share item(s) you wish to have the Internal Auditor focus on)

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MAYOR/COMMISSIONER
DISTRICT ____________

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Deusdedit C. (DC) Kiyemba
INTERNAL AUDITOR