

**CITY ATTORNEY  
PERFORMANCE EVALUATION**

**SUGGESTED INSTRUCTIONS**

Evaluate the City Attorney 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 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 legal matters and activities of City Attorney’s Office, legislation, governmental practices and regulations, etc.      \_\_\_\_\_

E. Provides the City Commission with information on anticipated issues that could come before the City Commission.      \_\_\_\_\_

F. Effectively prepares ordinances, resolutions contracts, bonds, leases and other legal instruments for the City.      \_\_\_\_\_

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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



