CITY CLERK PERFORMANCE EVALUATION

SUGGESTED INSTRUCTIONS

В.

Reporting consistently to the City

Evaluate the City Clerk based on standards you expect to be met for the job, considering the length of time in the job. Check the number that 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) The employee's work performance is inadequate and inferior to the Unsatisfactory (1) performance standards 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 The employee's work performance consistently meets the standards of the Standard (3) 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 2 3 4 5 N/O 1. **City Commission Relationships** A. Effectively attests and archives policies and programs approved by the City Commission. 2 3 4 N/O 1. **City Commission Relationships—cont.** 1 5

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

4.	Communication	1	2	3	4	5	N/O
A.	Oral communication is clear, concise and articulate.						
B.	Written communications are clear, concise and accurate.						
Com	ments:						
5.	Personal Traits	1	2	3	4	5	
A.	Initiative.						
B.	Judgment.						
C.	Fairness and Impartiality.						
D.	Creativity.						
Com	ments:						
6.	Intergovernmental Affairs	1	2	3	4	5	N/O
A.	Maintains effective communication with local, state, and federal government agencies.						
В.	Contributions to good government through regular participation in local, regional and state associations and organizations.						

Com	ments:
II.	ACHIEVEMENTS RELATIVE TO OBJECTIVE FOR THIS EVALUATION PERIOD Please see attached email from (insert employee name).
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
Comi	ments:
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)

V. REQUEST FOR PERSONAL MEETING

Do you wish to meet with the City evaluation, to discuss any performance in	Clerk, before implementing this performance related issues? Yes, I wish to meet. No, I do not wish to meet.
MAYOR/COMMISSIONER DISTRICT	Insert name CITY CLERK