

**CITY CLERK
PERFORMANCE EVALUATION**

SUGGESTED INSTRUCTIONS

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)

Unsatisfactory (1) The employee’s work performance is inadequate and inferior to the 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 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 attests and archives policies and programs approved by the City Commission.	—	—	—	—	—	—
1.	City Commission Relationships—cont.	1	2	3	4	5	N/O
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: _____

2.	Public Relations	1	2	3	4	5	N/O
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: _____

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

Comments: _____

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.	—	—	—	—	—	—

Comments: _____

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

Comments: _____

6. Intergovernmental Affairs	1	2	3	4	5	N/O
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: _____

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

Comments: _____

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 Clerk, before implementing this performance evaluation, to discuss any performance related issues? Yes, I wish to meet.
 No, I do not wish to meet.

MAYOR/COMMISSIONER
DISTRICT _____

Insert name
CITY CLERK