

CITY CLERK PERFORMANCE EVALUATION

SUGGESTED INSTRUCTIONS

Evaluate the City Clerk 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.
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Improvement Needed (2)	The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
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Meets Job Standard (3)	The employee's work performance consistently meets the standards of the position.
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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.
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Outstanding (5)	The employee's work performance is consistently excellent when compared to the standards of the job.
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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:

Comments: _____

Please see attached email from (insert employee name)._____

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

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