



**City Manager
Annual Performance
Evaluation**

City Manager Performance Evaluation

Employee's Name (print): _____

Evaluation period: _____ to _____

Submitted by: _____

Date Submitted: _____

The following pages define significant areas of responsibility for your position. In each section, examples of performance and responsibility are articulated to better explain each subject heading. Please rate your performance based on the following categories:

Rating	Performance	Definition
6	Outstanding Far exceeds all expectations	Generally applies to the top 1% of all employees in the workplace. This person's overall skills and abilities far exceed all expectations of the position. Demonstrated strong expertise within key areas of responsibilities. Consistently outstanding results beyond scope of the performance plan over entire period. Anticipates management's needs and executes plans flawlessly
5	Excellent Exceeds all expectations	Generally applies to the top 5-10% of all employees in the workplace. This person's overall skills and abilities greatly exceed the expectations of the position. Demonstrated strong expertise within key areas of responsibilities. Occasionally receives outstanding results beyond scope of the performance plan in some key areas of responsibility over entire performance period
4	Very Good Meets all expectations	Generally applies to the next 20-25% of employees. Occasionally exceeds performance expectations of the position. Performed the most difficult parts of the job competently and thoroughly. Contributed significant results on their own initiative. Worked with a high level of independence, initiative and concern for the quality of the work or service produced by the organization
3	Good Meets all expectations	Generally applies to 40-50% of employees. Met all expectations of the position and is competent in the performance of responsibilities.
2	Fair Meets most expectations	Generally applies to 20% of employees. Often failed to meet performance expectations of the position. Performance was generally adequate, but is deficient in one or more key areas, and will require additional training or assistance to fully achieve expectations.
1	Poor Fails to meet most expectations	Generally applies to the bottom 4% of employees. Performance was well below expectations in most areas of responsibility. Serious performance deficiencies that inhibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion or termination of employment.
0	Unsatisfactory Fails to meet all expectations	Generally applies to the bottom 1% of employees. Performance was well below expectations in all areas of responsibility. Serious performance deficiencies that prohibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion or termination of employment.

1. Management of the Organization:

Effectively runs the operations of the organization. Creates a collaborative, team building environment for staff. Facilitates open two-way communication and encourages mutual honesty and respect with the community, Council, and staff. Recognizes the accomplishments of staff and other agencies working on behalf of the City. Supports professional growth and opportunity within the organization. Accepts full accountability for staff and the outcome of City projects or decisions. Identifies organization problems and takes remedial action.

- | | | |
|---|--|--|
| <input type="checkbox"/> 6 - Outstanding | <input type="checkbox"/> 5 - Excellent | <input type="checkbox"/> 4 - Very Good |
| <input type="checkbox"/> 3 – Good | <input type="checkbox"/> 2 – Fair | <input type="checkbox"/> 1 – Poor |
| <input type="checkbox"/> 0 – Unsatisfactory | | |

Comments:

2. Execution of Policy:

Understands and complies with policies and procedures governing the City. Implements City policy, fairly and consistently, based upon Council decisions, goals, and applicable laws and regulations. Works toward accomplishing identified Council goals. Presents matters in a factual, analytical way. Coordinates implementation of Council policy decisions with staff, departments, other organizations and the community.

- | | | |
|---|--|--|
| <input type="checkbox"/> 6 - Outstanding | <input type="checkbox"/> 5 - Excellent | <input type="checkbox"/> 4 - Very Good |
| <input type="checkbox"/> 3 – Good | <input type="checkbox"/> 2 – Fair | <input type="checkbox"/> 1 – Poor |
| <input type="checkbox"/> 0 – Unsatisfactory | | |

Comments:

3. Financial Management:

Properly prepares and manages the budget. Demonstrates ingenuity and creativity in approaching budgetary matters, including long-range revenues and expenditures for the organization.

- | | | |
|---|--|--|
| <input type="checkbox"/> 6 - Outstanding | <input type="checkbox"/> 5 - Excellent | <input type="checkbox"/> 4 - Very Good |
| <input type="checkbox"/> 3 - Good | <input type="checkbox"/> 2 - Fair | <input type="checkbox"/> 1 - Poor |
| <input type="checkbox"/> 0 - Unsatisfactory | | |

Comments:

4. Council Relations:

Provides regular updates to the Council, keeping them informed about current and critical issues. Makes an effort to be accessible to Council Members. Handles issues that are brought by the Council in a consistent and timely manner. Ensures that the staff provide the Council and community with clear and accurate written reports, correspondence, and presentations. Responds to correspondence, requests, and complaints, quickly and appropriately. Maintains an honest, truthful and professional relationship with each Council Member.

- | | | |
|---|--|--|
| <input type="checkbox"/> 6 - Outstanding | <input type="checkbox"/> 5 - Excellent | <input type="checkbox"/> 4 - Very Good |
| <input type="checkbox"/> 3 - Good | <input type="checkbox"/> 2 - Fair | <input type="checkbox"/> 1 - Poor |
| <input type="checkbox"/> 0 - Unsatisfactory | | |

Comments:

5. Community Relations:

Effectively utilizes departments and staff to build strong community relations. Makes an effort to understand general community issues and concerns. Remains involved and active in the community. Represents the City well and in a professional and positive manner. Works proactively with the media and press. Works effectively with other agencies at the federal, state, and local level. Educates the community on City goals and services.

- | | | |
|---|--|--|
| <input type="checkbox"/> 6 - Outstanding | <input type="checkbox"/> 5 - Excellent | <input type="checkbox"/> 4 - Very Good |
| <input type="checkbox"/> 3 - Good | <input type="checkbox"/> 2 - Fair | <input type="checkbox"/> 1 - Poor |
| <input type="checkbox"/> 0 - Unsatisfactory | | |

Comments:

6. Leadership:

Provides the Council and the organization with real solutions and creative alternatives to issues and problems. Anticipates and responds to issues. Assures that Council decisions are thought out, objective, consistent with past practices and are legal and ethical. Makes use of sound administrative practices. Leads their part of the organization through effective management of people and tasks.

- | | | |
|---|--|--|
| <input type="checkbox"/> 6 - Outstanding | <input type="checkbox"/> 5 - Excellent | <input type="checkbox"/> 4 - Very Good |
| <input type="checkbox"/> 3 - Good | <input type="checkbox"/> 2 - Fair | <input type="checkbox"/> 1 - Poor |
| <input type="checkbox"/> 0 - Unsatisfactory | | |

Comments:

7. Professionalism:

Deals effectively and appropriately with the public and other organizations. Devotes time and energy to the job. Demonstrates high ethical standards in the organization. Works to keep “politics” and personal perspectives out of the decision-making process. Stays active in professional organizations and regional issues.

- | | | |
|---|--|--|
| <input type="checkbox"/> 6 - Outstanding | <input type="checkbox"/> 5 - Excellent | <input type="checkbox"/> 4 - Very Good |
| <input type="checkbox"/> 3 – Good | <input type="checkbox"/> 2 – Fair | <input type="checkbox"/> 1 – Poor |
| <input type="checkbox"/> 0 – Unsatisfactory | | |

Comments:

Achievements: Identify a few of your top achievements or strong points you observed in the City Manager over the past year.

Comments:

Objectives: List two-to-three performance objectives which you feel are important for the City Manager to work on for the coming year.

Comments:

Council Summary

Rating Summary	
<i>Fill in the value rating from each section</i>	
Management of the Organization	Choose an item.
Execution of Policy	Choose an item.
Financial Management	Choose an item.
Relations with Council	Choose an item.
Community Relations	Choose an item.
Leadership	Choose an item.
Professionalism	Choose an item.
Overall Average	