**DISCLAIMER**

**This document is provided for general informational purposes, may not apply to your city’s specific situation and should not be considered a comprehensive employee evaluation. It should be used for comparative purposes only. The employee evaluation should be tailored to reflect the actual qualifications and job duties relevant for a position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this document.**

**Management Performance Development and Review**

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| **Employee Name**: | Review Period: from | | **Grade:** |
| **Employee Title:** |  | **Evaluating Supervisor Title:** | |
| **Department:** | **🞏 Six-month\* 🞏 Annual 🞏 Promotion 🞏 Other** | | |

**Performance Expectations**

**Below Meets Exceeds**

**Standards Standards Standards**

**1 2 3 4 5 6 7 8 9 10**

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| **1. Communications** | **Comments** | **Rating** |
| * Communicates effectively with others using both verbal and written skills in a clear, direct, honest manner. * Demonstrates active listening skills that convey interest and concern for the speaker. * Effectively communicates overall goals and direction of the city. | . |  |

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| **2. Job Knowledge & Technical Competence** | **Comments** | **Rating** |
| * Effectively applies job knowledge gained through experience, education and training. * Stays current in field or profession. |  |  |
| **3. Analytical Skills & Problem Solving** | **Comments** | **Rating** |
| * Identifies and anticipates situations, gathers relevant information and makes appropriate recommendations or decisions. * Applies a systematic and sound approach in solving problems and generating solutions. * Uses common sense and good judgment in decision making. |  |  |
| **4. Initiative** | **Comments** | **Rating** |
| * Anticipates problems or issues and knows what needs to be done. * Takes proactive steps to initiate or complete projects. * Displays willingness to accept and tackle difficult assignments and special projects. |  |  |

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| **5. Work Products** | **Comments** | **Rating** |
| * Logically plans and schedules work. * Successfully monitors processes, tasks and job responsibilities. * Ensures timely completion of department/division goals and objectives. |  |  |
| **6. Integrity** | **Comments** | **Rating** |
| * Demonstrates a high standard of conduct in the performance of duties. * Exhibits honesty and trustworthiness. * Maintains appropriate levels of confidentiality. * Follows through on commitments. |  |  |

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| **7. Professionalism** | **Comments** | **Rating** |
| * Presents a positive and professional image consistent with job duties and responsibilities. * Is conscientious and reliable in attendance and punctuality. * Supports organizational direction and decisions in performance of duties. * Complies with applicable policy and procedures. * Sets a positive example for employees. |  |  |

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| **8. Resource Management** | **Comments** | **Rating** |
| * Operates programs and projects within budgetary guidelines while accomplishing objectives. * Demonstrates appropriate budget management relative to cost control and minimizing waste. * Observes all safety, environmental and regulatory policies and procedures. * Demonstrates awareness and concern for employees and the public. |  |  |

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| **9. Service to Internal & External Customers** | **Comments** | **Rating** |
| * Strives to meet and exceed customer expectations. * Treats customers in a fair, consistent and impartial manner. * Holds staff accountable for demonstrating exceptional public service. * Responds to inquiries in a timely manner. * Maintains composure and self-control in difficult and demanding situations. |  |  |

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| **10. Developing & Empowering Employees** | **Comments** | **Rating** |
| * Encourages employee development and growth through personal coaching and counseling, training, and project assignment. * Provides timely, meaningful and honest feedback. * Conducts effective performance appraisals on a timely basis. * Delegates authority and responsibility appropriately to achieve results. * Maintains employee accountability. |  |  |

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| **Overall Performance Rating** | **Rating** |
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**Manager/Commissioner Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Employee Comments (List your accomplishments, areas of needed training, ways your supervisor can help you be more effective and how your accomplishments met the City’s statements.)** |
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| **Signature (My signature indicates that I have reviewed and discussed the contents of this evaluation with my supervisor and does not necessarily imply that I agree with the comments of this evaluation. My comments and exceptions are noted above.** **)** |
| Employee Signature: Date: |