**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.
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| **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.
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| **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.
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| **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: |