# Performance Evaluation

BNARROW

City Manager

RATING SCALE DEFINITIONS (1-5)  Unsatisfactory (1) The employee's work performance is inadequate and definitely inferior to t standards of performance required for the job. Performance at this level can not
standards of performance required for the job. Performance at this level can not
allowed to continue.
Improvement (2) The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
Meets Job (3) The employee's work performance consistently meets the standards of the position.
Exceeds Job (4) The employee's work performance is frequently or consistently above the level of satisfactory employee performance.
Outstanding (5) The employee's work performance is consistently excellent when compared to t standards of the job.
Not Observed (NO) The employee's work performance was not observed during this evaluation period
I. Performance Evaluation and Achievements
1. City Commission Relationships 1 2 3 4 5 NO
A. Effectively implements policies and programs approved by the City Commission.
B. Reporting to the City Commission is timely, clear concise and thorough.
C. Accepts direction/instructions in a positive manner.
D. Effectively aids the City Commission in establishing long range goals.
E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.
Comments:

2. Public Relations	_1_	_2_	3_	4	5_	NO_
A. Projects a positive public image.	***************************************	<u> </u>		<u> </u>		<del></del>
B. Is courteous to the public at all times.	<del></del>					
C. Maintains effective relations with media representatives.	معتبينستاس	***************************************		1	<u></u>	
Comments: Every Time of have runs sinding and very courtoms	into	an e	in pat on	Pub e an	lie .	he odways
3. Employee Relations	<b>****</b>	2	3_	4_	_5_	<u>NO</u>
A. Works well with other employees.	<del>a a de la contrac</del>	<u> </u>			<del></del> .	. <del></del>
B. Seeks to develop skills and abilities of employees.	<del>المفعدين بيني</del>	<del></del> :		<u> </u>	<u></u>	
C. Motivates employees toward the accomplishment of goals and objectives.	<del></del>	<del></del>	,	V		<del>juntority (</del>
D. Delegates appropriate responsibilities.			<del>,</del>	L	<del></del>	المتسسست
E. Effectively evaluates performance of employees.	<del> </del>	<del></del> , .		<b>2.</b>	<del></del>	<del></del> .
F. Uses effective supervisory skills.	<u> </u>	<del> w</del>	<del></del>			
G. Recruits and hires qualified and effective staff.			<u> </u>	_		
Comments: I would like to see ample of employment so that the there department.	7.7	ted	13	from	×	e dest

4.	Fiscal Management	<u>. I</u>		3_	4	<u> </u>	NO
A.	Prepares realistic annual budget.		to the little to	Aprelia de la compansa de la compans	1		-
В.	Seeks efficiency, economy and effectiveness in all programs.	<del></del>	<del></del>	<del></del>	<u>V</u>	<del></del>	<u> </u>
C.	Controls expenditures in accordance with approved budget.		<u></u> ,		$ \mathcal{L} $		<del></del>
D.	Keeps City council informed about revenues and expenditures, actual and projected.	<u> </u>		A-1-1-1-1-1-1	<u>/</u>		
E.	Ensures that the budget addresses the City Council's goals and objectives.	1	<u>angumaya daka</u> .	<del>Marine</del>	_	vonterméténé	, and the second
Co	mments:			<u></u>		<del></del>	<u></u> ,
							<u></u>
5.	Communication	_1_	_2_	_3_	4_	_5_	<u>NO</u>
A.	Oral communication is clear, concise and articulate.			-	2		· · · · · · · · · · · · · · · · · · ·
В.	Written communications are clear, concise and Accurate.		-	designation and .			
Co	mments:		· · · · · · · · · · · · · · · · · · ·		······································		
		<u></u>				<u> </u>	
6.	Quantity/Quality	_1_	_2_	3	4	_5_	<u>NO</u>
A.	Amount of work performed.	<del></del>	***************************************		1	<del></del>	· ·
B.	Completion of work on time (meets deadlines).		·			<del>.,</del>	the state of the s
C.	Accuracy.	<del></del>	فمستيبينيد	<del></del>	1	·	
D.	Thoroughness.		<u>.</u>	<del></del>	1		
Cor	mments: Very open and honest						

7. Personal Traits	_1_	_2_	_3_	4	_5_	NO
A. Initiative.		***************************************		1		
B. Judgement,	<del></del> .	* 1 · 1 · 1 · 1 · 1	Arlan samul Tables	1		
C. Fairness and Impartiality.	<u> </u>	Angel de la constitución de la c		<u> </u>	<del></del>	
D. Creativity.			Manager P	_/	<del></del>	
Comments: Meed to work on dress	code rams	77	n De	me c	Lepai	torents_
Wedning In Tegs or shire Logs while			the le	ly of	Key 2	West
8. Intergovernmental Affairs	_1_	2	3	_4_	_5_	<u>NO</u>
A. Maintains effective communication with local, regional, state and federal government agencies.	<del></del>	<u></u>		1		
B. Financial resources (grants) from other agencies are pursued.	<u></u>	A STATE OF THE STA	· <del></del>	1		
C. Contributes to good government through regular participation in local, regional and state committees and organizations.	تنسيب	· · · · · · · · · · · · · · · · · · ·		1		
D. Lobbies effectively with legislators and state agencies regarding City programs and projects.	<del></del>	·	<u> L</u>			
Comments:					sarranga a dang ta	
	<u> </u>					
Achievements relative to objectives for this evaluation per	riod: _	· · · · · · · · · · · · · · · · · · ·	······································	H		
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# II. Summary Rating

Overall Performance Rating - Considering the as well as overall job performance, the follow	e results obtained against established performance standards ing rating is provided:
Unsatisfactory Improvement Me Needed Sta	eets Job Exceeds Job Outstanding andards Standards
Comments: Working hard to We also have to ramember Lerge government	bring the City up to his standards, we are a small city with on extra
III. Future Goals and Objectives	
Specific goals and objectives to be achieved in	projects that the sea ene jugarie,
I fal we have come a lo	ng way in the lest year.
<b>-</b>	sed between the City Commission and the City Manager on:
Elected Members	Concurrence
	YES / NO
Mayor	
	YES / NO
District I	YES / NO
District II  Belly Hauller  District III	(YES) NO
District IV	YES / NO
	YES / NO
District V	YES / NO
District VI  City Manager  Signature	8/24/3 Date Page 6 of 6
Performance Evaluation - City Manager	1 4 2 0 0 0 1 0

### City of Key West Performance Evaluation

### City Manager

#### PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Commission and the City Manager concerning the performance of the City Manager in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

#### INSTRUCTIONS

Review the employee's work performance for the entire period; try to refrain from basing judgement on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check  $(\checkmark)$  the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below.