

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.

INSTRUCTION

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 (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below.

Performance Evaluation

City Manager

Date: _____

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.

- Improvement (2) The employee’s work performance does not consistently meet the standards of the position. Needed
Serious effort is needed to improve performance.

- Meets Job (3) The employee’s work performance consistently meets the standards of the position
Standard

- Exceeds Job (4) The employee’s work performance is frequently or consistently above the level of Standard
satisfactory employee performance.

- Outstanding (5) The employee’s work performance is frequently or consistently excellent when compared to the 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	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
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. _____
- B. Is courteous to the public at all times. _____
- C. Maintains effective relations with media
representatives. _____

Comments:

3. Employee Relations

1 2 3 4 5 NO

- A. Works well with other employees. _____
- B. Seeks to develop skills and abilities of employees. _____
- C. Motivates employees toward the accomplishment of
goals and objectives. _____
- D. Delegates appropriate responsibilities. _____
- E. Effectively evaluates performance of employees. _____
- F. Uses effective supervisory skills. _____
- G. Recruits and hires qualified and effective staff. _____

Comments:

4. Fiscal Management

1 2 3 4 5 NO

- A. Prepares realistic annual budget. _____
- B. Seeks efficiency, economy and effectiveness in all programs. _____
- C. Controls expenditures in accordance with approved budget. _____
- D. Keeps City Commission informed about revenues and expenditures, actual and projected. _____
- E. Ensures that the budget addresses the City Commission's goals and objectives. _____

Comments:

5. Communication

1 2 3 4 5 NO

- A. Oral communication is clear, concise and articulate. _____
- B. Written communications are clear, concise and Accurate. _____

Comments:

6. Quantity/Quality

1 2 3 4 5 NO

- A. Amount of work performed. _____
- B. Completion of work on time (meets deadlines). _____
- C. Accuracy. _____
- D. Thoroughness. _____

Comments:

