



MANAGEMENT PERFORMANCE EVALUATION

| | | | |
|--------------------------|---------------------------|---|--|
| Last Name | | First Name | |
| Department | Job Classification | | |
| Evaluation Period | Evaluation Date | Type of Review | |
| | | <input type="radio"/> Annual Performance Review <input type="radio"/> Merit Increase <input type="radio"/> Three Month Follow-up Review <input type="radio"/> Other: _____ | |

It is understood that the importance of each category will vary with job classification and department. Explain your rating in terms of performance in each category. Mark the appropriate box. Use additional sheets if necessary.

1. LEADERSHIP: Fosters a team approach, encourages and accepts input from other, is accessible to employees and promoted effective employee communication within and across departments. Demonstrates courage both in decision-making and executing job responsibilities. Maintains professional and positive relationships with supervisors, peers, subordinates and works effectively with others to achieve Town goals. Demonstrates a capacity and willingness to assume additional responsibilities, establishes meaningful and challenging departmental objectives, monitors departmental productivity effectiveness, provides appropriate feedback and promotes continuous improvement.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5 Outstanding

Explain Why:

2. MANAGEMENT SKILLS: Develops sound business plans and operating procedures. Effectively prioritizes tasks; exercises good judgment; applies solid problem-solving skills; delegates authority and empowers staff; and takes appropriate action to resolve issues and to eliminate non-value added tasks. Demonstrates a high level of professional, managerial, and technical job knowledge and applies best practices. Produces clear, accurate and well developed work products, meets established deadlines and completes projects on schedule. Demonstrates prudent fiscal and resource management skills and applies sound personnel practices in accordance with Town policies and procedures.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5 Outstanding

Explain Why:

3. ACHIEVEMENT OF OBJECTIVES: Includes productivity of the unit (the quantity and quality of output) and accomplishing unit goals.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding

Explain Why:

4. DECISION MAKING AND JUDGEMENT: Includes assigning tasks, responding to work problem in a timely and effective manner, assessing and establishing priorities, and identifying and evaluation problem areas and problem solving skills.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding

Explain Why:

5. PERSONNEL DEVELOPMENT: Includes orienting new employees, assisting subordinates assigned tasks; recommending training and/or development programs (includes self-development), counseling and motivating employees.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding

Explain Why:

6. PLANNING AND ORGANIZING: Includes designing realistic short and long term goals, optimizing time, personnel, equipment, and material resources, clearly defining responsibility and developing standards for the work unit.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding

Explain Why:

7. INTERPERSONAL SKILLS: Includes encouraging participation and teamwork; working cooperatively with the public, peers, and subordinates; accepting advice and counseling from superiors.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding
Explain Why:

8. COMMUNICATION: Includes preparing clear and concise reports and correspondence

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding
Explain Why:

9. ADMINISTRATIVE POLICY AND PROCEDURE: Includes understanding and implementing Town Code, Policies and procedures, safety regulations and Administrative orders.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding
Explain Why:

10. ADDITIONAL FACTORS: May include special skills, knowledge, and abilities; special job requirements or temporary assignments.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding
Explain Why:

OVERALL EVALUATION – Only one rating factor to be checked. **Total Rating** ____by #of items rated ____ =
____ Overall Rating

- 1- **Unsatisfactory:** Performance is inadequate and must be corrected.
- 2- **Needs Improvement:** Performance does not fully meet job requirements as indicated below.
- 3- **Good:** Employee is performing as required and expected in a satisfactory manner.
- 4- **Very Good:** Performance surpasses job requirements.
- 5- **Outstanding:** Consistently conspicuous, distinguished performance. Employee displays initiative and creativity. Employee has substantially enhanced department efficiency and/or effectiveness.

If an employee is eligible for a merit increase, check the following: Granted Deferred, re-evaluate in _____ months.

WAYS THE EMPLOYEE CAN OR MUST IMPROVE PERFORMANCE: (If overall rating is Needs Improvement or Unsatisfactory, a written plan of action for improvement must be included in this section. Use additional sheets if necessary).

This report is based on my observations, knowledge of employee's performance and review of applicable information. It represents my best judgment of the employee's performance.

PRINT NAME: _____ **TITLE:** _____
TOWN MANAGER'S SIGNATURE: _____ **DATE:** _____

I acknowledge that I received a copy of this evaluation. I have had an opportunity to discuss it with my supervisor. In signing the evaluation, I do not necessarily agree with the conclusions. I understand that I may write my comments below or on another sheet of paper.

EMPLOYEE COMMENTS:

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____



PERFORMANCE OBJECTIVES

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

