

## **TOWN MANAGER EVALUATION FORM**

### **PURPOSE**

The purpose of this discussion is to establish an annual performance evaluation process that offers an opportunity for the Town Council and Town Manager to set goals and review performance.

### **STATEMENT OF POLICY**

This evaluation should focus on how effectively the Town Manager is accomplishing the goals established by the Town Council and how he or she is carrying out his or her responsibilities in key performance areas. Specifically, the evaluation should serve the following purposes:

1. Allow Town Manager and Town Council to test, identify, and refine their respective roles, relationships and expectations of responsibilities to each other.
2. Facilitate discussion of the Town Manager's strengths and weaknesses as demonstrated by past performance with the objective of increasing the Town Manager's effectiveness; that is, give the Town Council the opportunity to provide positive feedback in areas that have been handled well and to give constructive criticism where the Town Manager could become more effective through improved performance.

### **PROCEDURE**

1. Performance evaluation form distributed to Town Council.
2. Town Council members each complete an evaluation form (attached) and return it to the Human Resources Director by agreed upon deadline.
3. Results of the evaluation forms are tabulated and summarized. A composite evaluation is created.
4. Composite evaluation is distributed to the Town Council prior to the meeting.
5. The Town Council meets in closed session to discuss the evaluation.
6. The Town Council meets with the Town Manager to discuss performance evaluation and goals for the next twelve-month period.
7. The Town Council may finalize the evaluation in an open session.

# TOWN MANAGER PERFORMANCE EVALUATION FORM

## INSTRUCTIONS

This evaluation covers eight management competencies. Scores are determined by a 5-point scale: (1) Never demonstrates this skill; (2) Seldom demonstrates this skill; (3) Sometimes demonstrates this skill; (4) Usually demonstrates this skill; and (5) Always demonstrates this skill.

Space has been provided for your comments in each performance area. Each evaluator is encouraged to select specific examples of why a particular rating has been chosen. The comments should give the Town Manager enough information to correct problem areas and allow him or her to place specific items on his or her work plan for the following year. Please attach additional pages as necessary.

The completed evaluations are personnel records, the content of which are a matter of personal opinion. As such, the completed forms are not subject to the Colorado Open Records Act.

Please return the completed form to the Human Resources office for assembly of all responses into a summary that will be reviewed with the Governing Body. A copy of the summary will be placed in the City Manager's personnel file.

1. Communication: Expresses thoughts clearly in writing and oral presentations.

1. Never
2. Seldom
3. Sometimes
4. Usually
5. Always

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2. Leadership: Instills trust by keeping promises, appropriately handling sensitive information and situations, dealing honestly with others and demonstrating high ethical standards.

1. Never
2. Seldom
3. Sometimes
4. Usually
5. Always

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3. Adaptability: Reacts constructively to setbacks and changing situations by using obstacles as opportunities for innovation.

1. Never
2. Seldom
3. Sometimes
4. Usually
5. Always

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4. Relationships: Fosters positive community, interdepartmental and intergovernmental relations by working collaboratively and participating in community and professional organizations.

1. Never
2. Seldom
3. Sometimes
4. Usually
5. Always

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5. Task Management: Sets priorities and completes assignments accordingly.

1. Never
2. Seldom
3. Sometimes
4. Usually
5. Always

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6. Production: Provides timely reports and recommendations and implements Governing Body policy.

1. Never
2. Seldom
3. Sometimes
4. Usually
5. Always

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7. Development of Others: Promotes professional development and recognizes staff that produces high quality work or gives extra effort.

1. Never
2. Seldom
3. Sometimes
4. Usually
5. Always

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8. Personal Development: Accepts criticism constructively and pursues opportunities to improve performance.

1. Never
2. Seldom
3. Sometimes
4. Usually
5. Always

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Overall evaluation of Town Manager's performance:

1. Ineffective
2. Seldom Effective
3. Somewhat Effective
4. Usually Effective
5. Always Effective

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Do you believe the Town Manager has accomplished or made progress on the goals established by Town Council and/or Town Manager? Please provide examples:

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What do you believe are the Town Manager's strengths?

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What areas do you believe the Town Manager could improve upon to be more effective?

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What major goals do you believe the Town Manager needs to focus on in the coming year?

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Evaluator's Signature

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Dated