



## Council Executive Appointee Performance Evaluation Form

Employee Name		Employee Number	Evaluation Date
Position Title		Council Office	
Evaluator Name	Review <input type="checkbox"/> Initial <input type="checkbox"/> Interim <input type="checkbox"/> Annual	Service Type <input type="checkbox"/> Appointed <input type="checkbox"/> Unclassified	

Read each Evaluation Factor and rate the performance of the Appointee based on the employee's job performance during the evaluation period. The Score for each Evaluation Factor will be the Value multiplied by the Rate.

Rate the employee's performance by placing the appropriate number in the Rate column, based on the following scale:

**4=Exceptional    3=Exceeds Standards    2=Meets Standards    1=Below Standards**

EVALUATION FACTORS		Value	Rating	Total
1.	<b>MANAGEMENT OF OFFICE:</b> Develops effective procedures to achieve goals and provides constructive feedback to staff. Creates a collaborative, team building environment for effective operations. Strives for excellence in job performance. Empowers staff to make independent decisions and holds employees accountable for successful completion of assignments. Makes timely and effective decisions, uses resources wisely, and delegates effectively. Fosters an inclusive workplace where diversity and individual differences are valued.	10	<b>4</b>	40
2.	<b>POLICY EXECUTION:</b> Performs duties required by state law, Richmond City Charter, and Richmond Code of Laws. Complies and understands laws, policies, ordinances, and procedures governing the City. Implements policy fairly and consistently. Communicates Council policy decisions and ensures the implementation of Council's strategic direction, policy, and legislative decisions.	10	<b>3</b>	30
3.	<b>RESOURCE MANAGEMENT AND FISCAL CONTROLS:</b> Prepares and manages the Office's annual budget effectively. Uses available resources such as personnel, time, materials, and equipment effectively. Leverages and identifies priorities for the Annual Budget and work plan.	10	<b>4</b>	40
4.	<b>COMMUNITY RELATIONS AND ENGAGEMENT:</b> Exhibits a commitment to excellence in service delivery and strives to understand community's interest, issues, and concerns. Leverages public engagement and community interaction and collaborates with Administration, partner agencies, neighboring jurisdictions, and community organizations, as needed.	10	<b>3</b>	30
5.	<b>COUNCIL COMMUNICATIONS AND RELATIONS:</b> Provides Council timely and prompt information, updates, and response to correspondence, and answers inquiries and provides clear and concise reports and communication in a timely professional manner. Maintains a positive attitude and approach to new ideas, issues, and concerns.	10	<b>4</b>	40

6.	<b>LEADERSHIP:</b> Leads through collaboration and contributes to a motivational work environment. . Represents the Council Appointee Office as a positive ambassador. Acts as a catalyst for organizational change and influences others to translate vision into action. Provides real solutions, creative alternatives, and initiatives to issues that reflect Council priorities and Office goals. Anticipates and responds to issues for problem solving.	10	<b>4</b>	<b>40</b>
7.	<b>STAFF EFFECTIVENESS:</b> Selects, cultivates, and retains high quality staff; models effective behaviors; and, builds staff morale. Effectively delegates tasks and responsibilities. Inspires and fosters team commitment and encourages and maintains constructive human relations among co-workers and staff. Staff provide timely and complete reports with sound recommendations. Develops ability of staff to perform and contribute by providing opportunities to learn.	10	<b>4</b>	<b>40</b>
8.	<b>VISION AND STRATEGIC PLANNING:</b> Builds a shared vision within the Office and plans for desired outcomes to accomplish priorities and goals. Plans and presents to Council proposed actions for future needs. Anticipates and positions the organization to address and respond to anticipated events and circumstances in accordance with Council's priorities and strategic planning process. Offers professional recommendations.	10	<b>4</b>	<b>40</b>
9.	<b>INTERPERSONAL CHARACTERISTICS AND SKILLS:</b> Demonstrates ability to work in harmony with others, minimizing conflict, and fostering good will, congeniality, and collaboration within office, internal and external relationships, the public, Administration and other entities.	10	<b>3</b>	<b>30</b>
10.	<b>ETHICS/INTEGRITY:</b> Fosters ethical behaviors following the City's guiding principles and policies. Acts ethically, professionally, and responsibly when making decisions and in interacting with others.	10	<b>4</b>	<b>40</b>
<b>Rating Total</b>		<b>100</b>	<b>37</b>	<b>370</b>

<b>Review Rating Range</b>	100-199	200-299	300-379	380-400	<b>Overall Rating</b> ↗
	Below Standards	Meets Standards	Exceeds Standards	Exceptional	

**Signatures:** To be completed at the end of Performance Evaluation.

<b>Appointing Authority Name</b> (printed)	<b>Signature</b>	<b>Date</b>
<b>Employee Name</b> (printed)	<b>Signature</b>	<b>Date</b>

NOTE: Staff signature indicates participation in review, it does not indicate agreement/approval.

### **Narrative section (Optional)**

**Identify appointee strengths and principal results achieved during the rating period.**

Click or tap here to enter text.

**Identify appointee challenges and opportunities.**

Click or tap here to enter text.

**Identify appointee accomplishments achieved in fulfillment of the Council Office mission and vision.**

Click or tap here to enter text.

**Additional comments or recommendations identified as essential for the next rating period (e.g., priorities, expectations, outcomes, or specific objectives)**

Click or tap here to enter text.

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### **Council Executive Appointee to complete following section:**

**Specific initiatives/objectives, principal accomplishments, results achieved during the rating period. (Include any desired attachments.)**

Click or tap here to enter text.

**Professional development activities completed during the rating period. (Include any desired attachments.)**

Click or tap here to enter text.