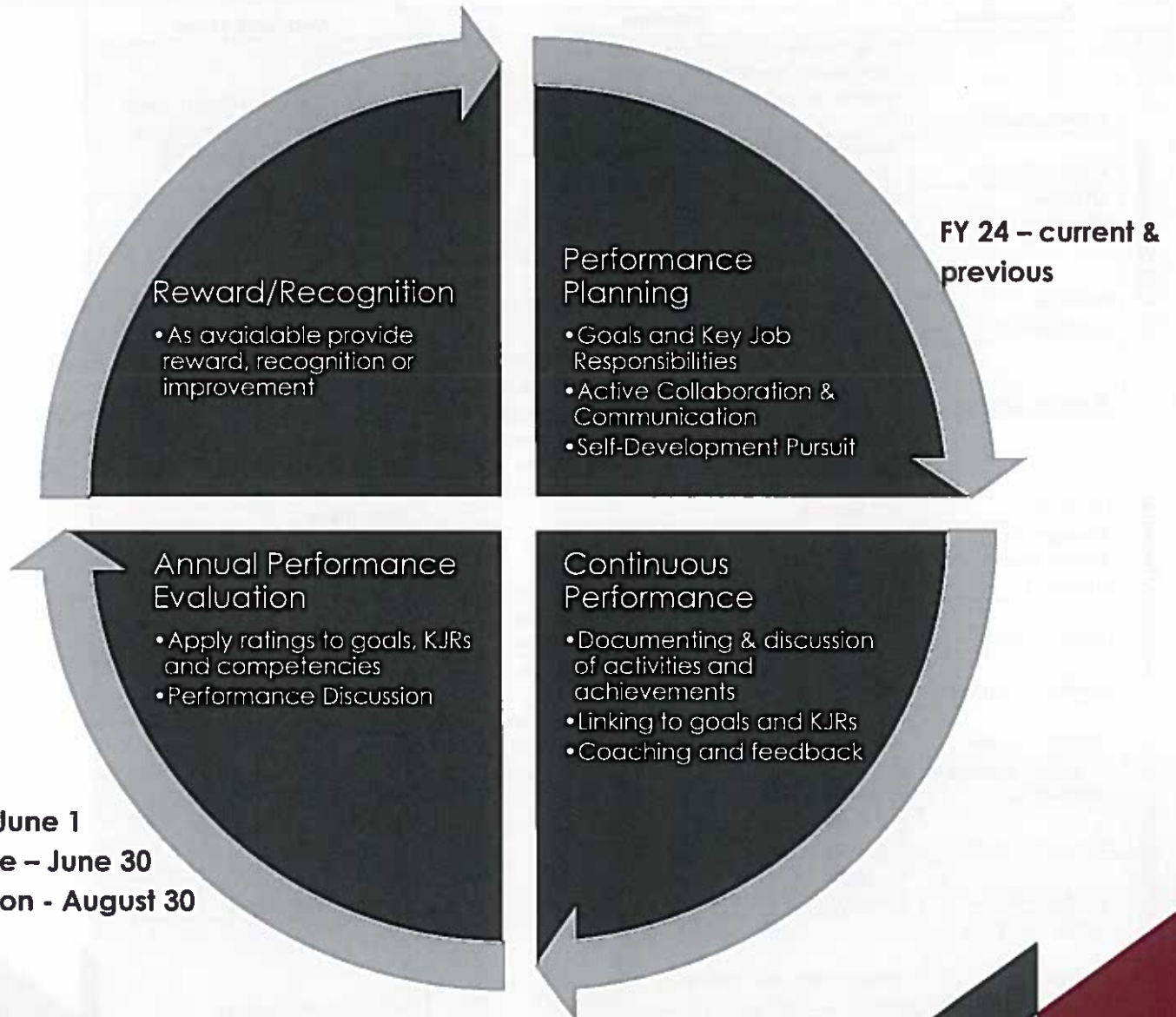


Performance Evaluations for Council Appointees and Offices Performance Development Cycle



- Discussions with HR
- Need for additional work on previously used form
- City Council meeting dates to conduct evaluations

Integration of some examples from other jurisdictions & HR best practice

Richmond City Council
Council Executive Appointee Performance Evaluation Form

Form with fields for Name, Title, Council Office, and a table for Evaluation Factors. The table includes categories like Management of Office, Policy Decision, Resource Management and Fiscal Control, Community Relations and Engagement, and Council Communications and Relations, with associated values and weights.

	Competencies	Definition	Associated Values
COR Competencies	Professionalism	An employee who conducts themselves in a professional manner: appearing to the public and co-workers, as capable, competent, and credible in their role.	Integrity, Respect, Honesty; (with strong connections to all values)
	Problem-Solving	Recognizes and analyzes problems and makes suggestions for resolution.	Responsiveness, Stewardship, Initiative
	Effective Communication	The ability to give, receive, or share thoughts, ideas, perspectives, or data to create shared understanding.	Responsiveness, Respect, Collaboration, Diversity
	Personal Management	Maximizes job performance in alignment with the strategic plan, builds coalitions to achieve common goals, optimizes technology, and effectively models optimism and stewardship.	Responsiveness, Integrity, Collaboration, Honesty, Stewardship
	Customer Service	Builds and maintains strong relationships by accurately identifying internal and external customer needs and taking appropriate action to address those needs.	Responsiveness, Collaboration, Diversity, Initiative
Supervisor/Technical	Leadership	The ability to create a vision for positive change, help focus resources on right solutions, inspire and motivate others, and provide opportunities for growth and learning	Responsiveness, Integrity, Collaboration, Honesty, Stewardship
	Manages Conflict (Settles disputes and problems)	Recognizes differences in opinions and misunderstandings and encourages open discussion.	Respect, Integrity, Initiative, Diversity
	Decision Making	Makes timely, informed decisions based on facts, goals, constraints, risks, and impact on others.	Responsiveness, Diversity, Initiative, Stewardship, Honesty
	Develops Employees	Coaches and encourages employees to develop in their skillset and career.	Initiative, collaboration, respect
	Manages Change	Uses effective strategies to facilitate organizational change initiatives and overcomes resistance to change.	Respect, Collaboration, Honesty, Diversity, Initiative
Executive Competencies	Builds Collaborative Relationships	Builds productive working relationships with various internal and external stakeholders.	Collaboration, Respect, Diversity
	Demonstrates Vision	Understands, communicates, and stays focused on the organization's vision.	Collaboration, Stewardship, Initiative
	Strategic Vision	Develops long-term objectives and strategies; translates vision into realistic business strategies.	Responsiveness, Honesty, Stewardship, Initiative
	Political Savvy		
	Strategic Perspective/Planning	Demonstrates sensitivity to situations/complexities and acts accordingly to achieve objectives.	Collaboration, Diversity
	Results Orientation	Aligns resources to accomplish key objectives; assigns clear accountability for important objectives.	Collaboration, Responsive, Honest, Stewardship, Initiative