Performance Evaluations for Council Appointees and Offices Performance Development Cycle

Reward/Recognition

 As avaialable provide reward, recognition or improvement

Performance Planning

- •Goals and Key Job Responsibilities
- Active Collaboration & Communication
- •Self-Development Pursuit

FY 24 – current & previous

Annual Performance Evaluation

- Apply ratings to goals, KJRs and competencies
- Performance Discussion

FY 24 – June 1
Deadline – June 30
*Extension - August 30

Continuous Performance

- Documenting & discussion of activities and achievements
- Linking to goals and KJRs
- Coaching and feedback

- 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

Council Executive Appointee Performance Evaluation Form						
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	Competencies	Definition	Associated Values	
	Professionalism	An employee who conducts themselves in a professional manner: appearing to the public and coworkers, as capable, competent, and credible in their role.	Integrity, Respect, Honesty; (wit strong connections to all values)	
ncies	Problem-Solving	Recognizes and analyzes problems and makes suggestions for resolution.	Responsiveness, Stewardship, Initiative	
шрете	Effective Communication	The ability to give, receive, or share thoughts, ideas, perspectives, or data to create shared understanding.	Responsiveness, Respect, Collaboration, Diversity	
LOK Competencies	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	
רמו	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	
معادر مرجون الحدالالاط	Manages Conflict (Settles disputes and problems)	Recognizes differences in opinions and misunderstandings and encourages open discussion.	Respect, Integrity, Initiative,	
	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	
	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	