



Richmond City Council
The Voice of the People
Richmond, Virginia

Council Executive Appointee Performance Evaluation Form

Employee Name

Employee Number

Evaluation Date

Position Title

Council Office

Evaluator Name

Review Initial Interim Annual Service Type Appointed Unclassified

Read each Evaluation Factor and rate the performance of the Appointee based on the employee's job performance during the evaluation period.

- **Needs Improvement:** Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential job responsibilities, and/or one or more of the most critical goals were not met. A professional development plan to improve performance must be attached and monitored to measure progress.
- **Successfully Meets Expectations:** Performance consistently met expectations in all essential job responsibilities, at times possibly exceeding expectations, and the quality and quantity of work overall was very good. The most critical annual goals were met.
- **Exceeds Expectations:** Performance consistently exceeded expectations in all essential job responsibilities, and the quality and quantity of work overall was excellent. Annual goals were exceeded.
- **Exceptional:** Performance far exceeded expectations due to exceptionally high quality of work performed in all essential job responsibilities, resulting in an overall quality and quantity of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department, or City objectives. This rating is achievable by any employee though given infrequently.

[Overall Rating Calculation Method](#)

- The overall rating is calculated based on equal weighting.
- A supervisor may provide an alternate rating. This rating must be supported through documented examples and comments.

CORE COMPETENCIES

	Exceeds Expectations	Successfully Meets Expectations	Needs Improvement	Exceptional
<p>1. MANAGEMENT OF OFFICE: 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.</p>				
<p>2. POLICY EXECUTION: 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.</p>				
<p>3. RESOURCE MANAGEMENT AND FISCAL CONTROLS: 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.</p>				
<p>4. COMMUNITY RELATIONS AND ENGAGEMENT: 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.</p>				
<p>5. COUNCIL COMMUNICATIONS AND RELATIONS: 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.</p>				
<p>6. LEADERSHIP: 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.</p>				
<p>7. EMPLOYEE OVERSIGHT AND DEVELOPMENT: 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.</p>				

<p>8. STRATEGIC PERSPECTIVE/PLANNING: 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.</p>	
<p>9. INTERPERSONAL CHARACTERISTICS AND SKILLS: Demonstrates ability to work in harmony with others, minimizing conflict, and fostering collaboration within the office, internal and external relationships, the public, Administration and other entities.</p>	
<p>10. ETHICS/INTEGRITY: Fosters ethical behaviors following the City's guiding principles and policies. Acts ethically, professionally, and responsibly when making decisions and in interacting with others.</p>	
<p>11. RESULTS ORIENTATION: Focuses on outstanding results and works hard to achieve them because given their significance to successful outcomes for the City.</p>	
<p>12. CUSTOMER SERVICE: Provides high level customer service to internal and external stakeholders.</p>	
<p>13. DECISION MAKING: Deploys excellent review of key information and contingencies to make sound decisions as they impact the City.</p>	
<p>Rating Total</p>	

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

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

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

Narrative section (Optional)

Identify appointee accomplishments achieved during the rating period 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.

Council Executive Appointee to complete the 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.