



CITY OF SAINT PAUL

ALASKA

CITY MANAGER PERFORMANCE REVIEW

Overview

The City Manager's evaluation should focus on both what the City Manager has achieved as well as how the City Manager operates. This sample evaluation form will help you do that.

The City Manager Performance Evaluation Form consists of three parts:

1. **The "what":** To what extent is the City Manager leading the City to accomplish what it should be accomplishing? Is the City Manager leading the City to deliver results in the short- and longer-term?
2. **The "how":** To what extent is how the City Manager is leading consistent with our values, and our beliefs about what skills the City Manager needs in order to be effective?
3. **The "what next":** Moving forward, what are the implications of this review in terms of City Manager tenure, areas in which the City Manager should continue performing well, and areas in which the City Manager should improve?

Part I: What was achieved?

The City Council and City Manager should agree at the start of the year on the most important goals for the City. The first section of the review focuses on the extent to which the City achieved those goals. (In cases where unforeseen opportunities or challenges arose during the year that were not captured in the initial goals, they should be added here as well.)

Part II: How was it achieved?

This section focuses on values that all employees are expected to demonstrate, which the City Manager should model, as well as competencies and behaviors that are key to the City Manager position in particular.

Part III: Summary and Next Steps

This section summarizes performance for the year and identifies overall areas of strength, areas for improvement, and next steps.

The City Manager should fill this form out as a self-assessment, and then the City Council will use this form to complete the final evaluation, taking into account relevant data on the City's progress toward goals, as well as input from the staff, fellow City Council members, and the City Manager's self-evaluation.

Ratings

The following scale is used for all ratings in the review:

- **Exceptional:** Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work. Active in industry-related professional and/or community groups.
- **Exceeds Expectations:** Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.
- **Meets Expectations:** Meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives.

- **Below Expectations:** Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.
- **Needs Improvement:** Consistently falls short of performance standards. Lacks appropriate level of skills or is inexperienced/still learning the scope of the job.

Timeline

Activity	Date	Notes
City Manager drafts and submits self-evaluation, using attached form		
City Council solicits input from relevant stakeholders, via survey, confidential conversations, or other means		
City Council ¹ considers inputs, reviews goals and results achieved, and drafts evaluation		
City Council sends draft evaluation to City Manager		
City Manager and City Council meet to discuss evaluation		

City Manager Performance Review Form

City Manager Name			
Review Period		Review Date	
Reviewed by	<input type="checkbox"/> Self <input type="checkbox"/> Board		

1. City Goals

Goal <i>Note: Put each goal in a separate row, adding more rows as needed. If you'd like, you can mark the most important goals in bold.</i>	Result	Rating <i>E: Exceptional EE: Exceeds Expectations ME: Meets Expectations BE: Below Expectations NI: Needs Improvement</i>

Comments: To what extent did you/the City Manager achieve the goals for the position this past period?

2. Demonstrating Performance Factors

To what degree did you / the City Manager demonstrate the following core values and competencies?

Core Values <i>Add more rows as needed</i>	Description of Value	Rating <i>(E, EE, ME, BE, NI)</i>
Core Competencies <i>Add more rows as needed</i>	Description of Competency	Rating <i>(E, EE, ME, BE, NI)</i>

Comments: In what priority areas of performance (values and competencies) did you / the City Manager excel? In what areas is improvement needed?

3. Summary Assessment, Next Steps, and Trajectory at City

Overall Performance Rating:

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement

Comments *(Note: if you—the City Council—conducted 360 feedback or solicited input from others, use this section to summarize themes and highlights in addition to your own assessment.)*

1. What are 1-3 notable areas of strength?

- a.
- b.
- c.

2. What are 1-3 areas of growth or improvement?

- a.
- b.
- c.

3. What do you see as your / the City Manager’s trajectory in the City? What are the next steps?

4. Feedback for City Council Self-Reflection

What has the City Council has done well or effectively to provide support to the City Manager?

What might the City Council have done differently?

What support is needed from the City Council moving forward?