

City of New Port Richey Performance Appraisal for City Manager

5919 Main Street
New Port Richey, FL 34652
(727) 853-1021



Employee Information

Name: _____
Job Title: _____
Date of Appraisal: _____
Type of Appraisal: ☐ Annual ☐ Probationary ☐ Special ☐ Other

Performance Factors

I. Administration

- a. Execution of programs, plans, issues and policies
- b. Development and management of budget finances
- c. Delegation/assignment of responsibilities
- d. Attendance at meetings
- e. Supervision of employees
- f. Monitoring of department operations
- g. Reporting

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Comments: _____

II. Leadership

- a. Development and facilitation of others
- b. Responds well to unexpected situations
- c. Serves as an effective sample
- d. Inspires others to put forward their best efforts
- e. Maintains high standards
- f. Is able to gain understanding, support and mobilize action
- g. Projects a strong sense of self confidence
- h. Recognition of future needs, problems and opportunities
- i. Conducts effective meetings

- j. Creates and promotes a collaborative team atmosphere
- k. Consistently operates from a position of high moral, ethical and professional conduct

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Comments:

III. Initiative/Commitment

- a. Dedication
- b. Service above and beyond call
- c. Time commitment
- d. Conscientiousness
- e. Sincere interest/devotion to job
- f. Inventiveness and imagination
- g. Willingness to pursue challenges
- h. Motivation

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Comments:

IV. Problem Solving/Judgment

- a. Application of common sense, logic and decision-making principles
- b. Ability to anticipate problems before they occur
- c. Assembly of data
- d. Ability to define problems and identify alternatives
- e. Implements appropriate and prudent responses to problems
- f. Makes decisions based on a mixture of analysis, wisdom, experience and judgment
- g. Application of abstract concepts
- h. Creativity
- i. Accepts responsibility to make decisions on his/her own

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
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☐ 5☐ 4☐ 3☐ 2☐ 1

Comments:

V. Planning/Organization

- a. Meets deadlines
- b. Development of strategies for implementation
- c. Looks ahead
- d. Establishes goals for productivity
- e. Utilization of resources
- f. Attention given to detail and the process

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Comments:

VI. Responsiveness/Accountability

- a. Identification with goals and procedures of organization
- b. Implementation of directives
- c. Establishment of an appropriate sense of urgency
- d. Persistence in meeting challenges
- e. Obtains responsiveness from subordinates
- f. Backs up team by standing by them on challenging issues

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Comments:

VII. Professional Presentation

- a. Conducts self in businesslike manner
- b. Appropriateness of dress
- c. Presentation of proper image
- d. Conveyance of friendliness, approachability
- e. Maintenance of positive demeanor

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Comments:

VIII. Public Relations

- a. Ability to interact in positive fashion with public
- b. Community relations
- c. Involvement in civic affairs
- d. Attentiveness to needs/desires of public
- e. Visibility in community

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Comments:

IX. Productivity

- a. Volume/quantity of work
- b. Attainment of goals
- c. Completion of assignments and projects
- d. Development of productive staff

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Comments:

X. Interpersonal Skills

- a. Relationships with subordinates
- b. Gains understanding, respect of others
- c. Demonstration of consideration for others
- d. Interaction with others results in positive relationships
- e. Gives credit where credit is due
- f. Rewards efforts and achievements of staff

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Comments:

XI. Professional Development

- a. Pursuance of self improvement
- b. Sets high standards for self
- c. Attends seminars and conferences
- d. Participation in professional associations
- e. Review of literature and journals
- f. Maintains contact with others in the field

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Comments:

XII. Communication

- a. Preparation of thorough, accurate, clear reports

- b. Proper and timely Council agenda reports
- c. Effectiveness in presentations before groups and one-on-one
- d. Practices honest and open communication
- e. Ability to listen actively/understand
- f. Proficient in multiple communication techniques i.e. persuasion, negotiation & counseling
- g. Conveys proper level of information

Outstanding	Superior	Good	Needs Improvement	Unsatisfactory
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

Comments:

Total Point Rating: _____ / 60
