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:		nnual 🗌	Probationary Spec	cial Other	
Type of Applaisal.		Illual	Frobationary Spec	dai 🔲 Ottiei	
Performance Fact	tors				
I. Administration					
a. Execution of prog	•				
b. Development and	_	•	finances		
c. Delegation/assign	nment of res	sponsibilities			
d. Attendance at me	eetings				
e. Supervision of em	nployees				
f. Monitoring of depart	artment ope	rations			
g. Reporting					
Outstanding Su	perior	Good	Needs Improvement	Unsatisfactory	
□ 5] 4	□ 3	□ 2	□ 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

k. Consistently operates from a position of high moral, ethical and professional conduct Outstanding Superior Good Needs Improvement Unsatisfactory 5	-	-		am atmosphere		
III. Initiative/Commitment			-			
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 5 4 3 2 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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Comments:					
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V. Planning/O					
a. Meets deadl	ines				
b. Developmer		for impleme	ntation		
c. Looks ahead					
d. Establishes	•	uctivity			
e. Utilization of					
f. Attention give					
Outstanding	Superior	Good	Needs Improvement	Unsatisfactory	
<u> </u>	<u> </u>	<u> </u>	☐ 2	□ 1	
Comments:					
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VI. Responsiv	eness/Accou	ıntability			
a. Identification	with goals ar	nd procedure:	s of organization		
b. Implementat	ion of directive	es			
c. Establishme	nt of an appro	priate sense	of urgency		
d. Persistence	in meeting ch	allenges			
e. Obtains resp	onsiveness fr	om subordin	ates		
f. Backs up tea	m by standing	g by them on	challenging issues		
Outstanding	Superior	Good	Needs Improvement	Unsatisfactory	
□ 5	☐ 4	□ 3	□ 2	□ 1	
			<u> </u>		
Comments:					
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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 Needs Improvement Unsatisfactory Good 2 □ 5 □ 4 ☐ 3 □ 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 ☐ 3 □ 5 □ 4 □ 2 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 □ 5 □ 4 ☐ 3 ☐ 2 □ 1 Comments:

X. Interperson	nal Skills					
a. Relationship	s with subordi	inates				
b. Gains under	standing, resp	ect of others				
c. Demonstration of consideration for others						
d. Interaction w	vith others res	ults in positive	e relationships			
e. Gives credit	where credit is	s due				
f. Rewards effo	orts and achiev	vements of sta	aff			
Outstanding	Superior	Good	Needs Improvement	Unsatisfactory		
□ 5	□ 4	□ 3	□ 2	□ 1		
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Comments:						
XI Profession	al Develonm	ent				
XI. Profession	_					
a. Pursuance o	of self improve	ment				
a. Pursuance ob. Sets high sta	of self improve andards for se	ment elf				
a. Pursuance ofb. Sets high stancec. Attends sem	of self improve andards for se inars and con	ment elf ferences	c			
a. Pursuance ofb. Sets high standardc. Attends semmed.d. Participation	of self improve andards for se inars and con in profession	ment elf ferences al association	S			
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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 □ 5 □ 4 ☐ 3 □ 1 Comments:

Total Point Rating: _____/ 60