

Town Manager Objective Performance Appraisal

This is the objective performance appraisal for the Town Manager. Using the accompanying rating scales and evaluator guidelines, each employee will be given a numerically based evaluation to describe their level of performance during the current appraisal period on all applicable items. Non-applicable items will be marked N/A. Supervisors should use supporting data, and be fair, reasonable and as objective as possible. Please provide comments for any score below a 2, as well as for any extraordinary performance. The Objective Performance Appraisal is 65% of the overall employee rating.

Rating 4 - GREATLY EXCEEDS PERFORMANCE STANDARDS

Rating 3 - EXCEEDS PERFORMANCE STANDARDS

Rating 2 - MEETS PERFORMANCE STANDARD

Rating 1 - MARGINAL PERFORMANCE / IMPROVEMENT EXPECTED

Rating 0 - UNSATISFACTORY PERFORMANCE

40% of Objective

Technical Ability

1. TAQ1- Utilizes and adheres to all established town administrative and personnel policies, and procedures. Updates and changes policies as need.

Mark only one oval.

	0	1	2	3	4	
Unsatisfactory Performance	<input type="radio"/>	Greatly exceeds performance standards.				

2. TAQ2- Directs the operation of the town in a manner that maximizes the efficiency and productivity of all resources

Mark only one oval.

	0	1	2	3	4	
Unsatisfactory Performance	<input type="radio"/>	Greatly exceeds performance standards.				

3. TAQ3- Anticipates and analyzes problems to develop effective approaches for solving them

Mark only one oval.

	0	1	2	3	4	
Unsatisfactory Performance	<input type="radio"/>	Greatly exceeds performance standards.				

4. TAQ4- Maintains a positive working relationship with citizens and town employees.

Mark only one oval.

	0	1	2	3	4	
Unsatisfactory Performance	<input type="radio"/>	Greatly exceeds performance standards.				

5. TAQ5- Prepares the town's annual budget in an accurate and timely manner

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

6. TAQ6- Manages the town budget to assure sound fiscal control and compliance.

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

7. TAQ7- Sets a professional example by handling affairs of the public office in a fair and impartial manner

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

8. TAQ8- Provides reports that are accurate, comprehensive, and timely; keeping the Commission informed about all matters relevant to the Commission

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

9. TAQ9- Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

10. TAQ10- Assists by facilitating decision making without usurping authority.

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

11. TAQ11- Provides leadership and direction in the development of short and long-range plans.

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

12. TAQ12-Presents Commission policies and positions on issues to the citizens and town organizations accurately, equitably, and effectively

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

13. Comments on Technical Ability

Training & Development

25% of Objective Total

14. TDQ1- Pursues education and certifications applicable to the professional standards of the position.

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

15. TDQ2-Ensures town staff participates in training or continued education to improve skills and job proficiency

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

16. TDQ3- Maintains knowledge of current developments affecting the practice of local government management

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

17. TDQ4- Recruits and retains competent personnel for staff positions

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

18. TDQ5- Encourages heads of departments to make decisions within their jurisdictions with minimal town manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

19. Comments on Training & Development

Safety

10% of Objective Total

20. SQ1- Ensures a safe working environment for all employees

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

21. SQ2- Takes appropriate actions to manage risk through the town.

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

22. SQ3- Ensures the proper maintenance of equipment and work areas to promote effective work time.

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

23. Comments on Safety

Policies & Procedures

25% of Objective Total

24. PQ1-Demonstrates the characteristics of a dependable and conscientious employee.

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

25. PQ2-Implements governing body actions in accordance with the intent of the Commission

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

26. PQ3-Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

27. PQ4-Leading by example and consistently enforcing policies, providing a regular reminder to employees about their individual responsibilities

Mark only one oval.

0 1 2 3 4

Unsatisfactory Performance Greatly exceeds performance standards.

28. Comments on Policies & Procedures

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