

Charter Officer Annual Performance Evaluation Form

Introduction:

The City Commission is responsible for conducting Charter Officer annual evaluations ensuring the Charter contributes to the achievement of the City’s mission, vision and goals. Charter Officer performance evaluations shall be conducted after the conclusion of each fiscal year.

The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville’s strategic objectives.

The Charter Officer should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria and salary adjustment schedules as determined by Human Resources. Human Resources will notify the Commission at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the Charter Officer’s performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

Commission Instructions:

Evaluate the Charter Officer’s performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer’s performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

Performance Descriptors and Rating Scale		
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.

Charter Officer Instructions and Next Steps:

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her **Accomplishments List or Report** to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss self-evaluation and list of accomplishments. Charters should also be prepared to discuss objectives for next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services contingency account and recommended salary increases will be processed within established payroll processing timelines.

Charter Officer
Annual Performance Evaluation Form

Fiscal Year:	Evaluator:
Charter Officer:	Title:

Goal(s):

*Overall Support of City Commission Goals and Objectives	Please circle the applicable performance rating and include comments below					
Commission Member: Circle rating	1	2	3	4	5	N/A
Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.	Commission Member Comments:					
*Charter to attach Accomplishments Report for Evaluation Period						
Charter Officer: Circle self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:						

Competencies:

1. Business Acumen	Please circle the applicable performance rating and include comments below					
Commission Member: Circle rating	1	2	3	4	5	N/A
Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.	Commission Member Comments:					
Charter Officer: Circle self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:						

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2. Communication and Building Relationships	Please circle the applicable performance rating and include comments below					
Commission Member: Circle rating	1	2	3	4	5	N/A
Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.	Commission Member Comments:					
Charter Officer: Circle self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:						

3. Fiscal Management	Please circle the applicable performance rating and include comments below					
Commission Member: Circle rating	1	2	3	4	5	N/A
Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.	Commission Member Comments:					
Charter Officer: Circle self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:						

4. Integrity	Please circle the applicable performance rating and include comments below					
Commission Member: Circle rating	1	2	3	4	5	N/A
Demonstrates the highest level of integrity and ethical behavior, adhering to the City's code of conduct upholding the values of the City, challenges questionable work standards and confronts or reports suspicious practices to appropriate leaders or authorities.	Commission Member Comments:					
Charter Officer: Circle self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:						

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5. Leading and Supervision	Please circle the applicable performance rating and include comments below					
Commission Member: Circle rating	1	2	3	4	5	N/A
Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.	Commission Member Comments:					
Charter Officer: Circle self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:						

Charter Officer Signature: _____

Date: _____

Commission Member Signature: _____

Date: _____