



## FY20 Performance Evaluation Timeline and Process for Charter Officers (October 2019 – September 2020)

Action Steps	Assigned To	Due Date/ Time Frame
<ul style="list-style-type: none"> <li>Discuss and establish goals for Charter Officer</li> </ul>	Charter Officers, Mayor and City Commissioners	January
<ul style="list-style-type: none"> <li>Ongoing performance discussions (recommend at least one discussion between March and June)</li> </ul>	Mayor and City Commissioners with Charters	January – September
<ul style="list-style-type: none"> <li>Charter Officer prepares list of accomplishments, completes evaluation and self-rates the evaluation goals and competencies</li> <li><b>Charter Officer sends evaluation form and accomplishment list to Commission and HR</b></li> <li>Charters should also be prepared to discuss objectives for next fiscal year</li> </ul>	Charter Officers	September – November
<ul style="list-style-type: none"> <li>Commission members rate the Charter Officer's performance goals and competencies</li> <li>Charter Officers schedule individual meetings with each Commission member to discuss self-evaluation and accomplishments</li> <li>Charter Officers review and respond to evaluation feedback as appropriate</li> </ul>	Charter Officers, Mayor and City Commissioners	November - December
<ul style="list-style-type: none"> <li>Completed Charter Officer performance evaluations are submitted to Human Resources</li> </ul>	Mayor and City Commissioners, Human Resources	November - December
<ul style="list-style-type: none"> <li>Human Resources compiles all Charter Officer evaluation documents and aggregates ratings</li> <li>Human Resources provides finalized evaluation documents to Charters</li> <li>Human Resources prepares Charter evaluation agenda item and documents for presentation and discussion during a publicly noticed special Commission meeting</li> </ul>	Human Resources	December 2020 – January 4, 2021
<ul style="list-style-type: none"> <li><b>Special meeting confirmed for presentation and discussion of Charter Officer evaluations</b></li> </ul>	Human Resources	January 20, 2021