





## City of Winter Springs City Clerk Performance Evaluation Form

*This form provides twelve (12) rating categories for evaluating the City Clerk's performance for the review period with an associated rating scale to be tabulated utilizing a straight-line weighting approach.*

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor/Commissioner

\_\_\_\_\_  
Evaluation Period

\_\_\_\_\_  
Date

### EVALUATION SCALE

3	Exceeds Expectations	Performance which exceeds the level normally expected.
2	Meets Expectations	Generally meets expectations on performance criteria.
1	Below Expectations	Performance falling short of that normally expected.
0	N/O	No Opinion

### Rating Categories

I. CITY COMMISSION SUPPORT		Rating
A.	City Clerk understands the intentions and needs of the City Commission.	
B.	City Clerk treats the Mayor and each City Commission Member in a fair and impartial manner.	
C.	City Clerk promptly handles all requests made to him/her by the City Commission.	
D.	City Clerk keeps the City Commission informed on a timely basis.	
E.	City Clerk provides information to Members of the City Commission which may be of interest to them.	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>II. COMMUNICATIONS</b>		<b>Rating</b>
A.	City Clerk works with the City Commission as a body and individually as applicable.	
B.	City Clerk maintains effective working relationships with other Charter Officers.	
<del>C.</del>	City Clerk maintains effective working relationships with other Department Directors.	
D.	City Clerk maintains effective working relationships with City Staff.	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>III. PUBLIC RECORDS</b>		<b>Rating</b>
A.	City Clerk ensures open access to City public records.	
B.	City Clerk makes certain that Public Records Requests are handled appropriately.	
C.	City Clerk understands and implements applicable Laws City-wide.	
D.	City Clerk provides Training to City Staff when applicable.	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>IV. RECORDS MANAGEMENT</b>		<b>Rating</b>
A.	City Clerk is familiar with <i>Florida Statutes</i> in terms of Records Management procedures.	
B.	City Clerk provides City Staff with Training on Records Management as applicable.	
C.	City Clerk works with Information Services on technological processes so that the City's Records Management Program proceeds accordingly.	
D.	City Clerk makes sure that any available technology to access and retrieve City documents is available.	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>V. ELECTIONS</b>		<b>Rating</b>
A.	City Clerk is a competent Municipal Elections Official.	
B.	City Clerk has a working understanding of <i>Florida Statutes</i> and the City's Charter as it relates to Elections.	
C.	City Clerk assists appropriately from first contact with Candidates until the end of Election cycle.	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>VI. CITY COMMISSION AGENDAS/MINUTES</b>		<b>Rating</b>
A.	City Clerk completes the City Manager's Agenda posting process in accordance with City Commission Policy (if other Department Staff have provided their work products in time to the Office of the City Clerk).	
B.	City Clerk posts Notices for the City Commission as applicable.	
C.	City Commission Minutes are provided to the City Commission for Approval within 2 City Commission Regular Meetings.	
D.	City Clerk provides accurate Minutes to the City Commission.	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>VII. FISCAL MANAGEMENT</b>		<b>Rating</b>
A.	City Clerk works within parameters of his/her approved Budget.	
B.	City Clerk is effective in conserving budgetary resources.	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>VIII. BOARDS/COMMITTEES</b>		<b>Rating</b>
A.	Boards/Committees are staffed appropriately and all related business is handled in a timely manner.	
B.	Board and Committee Agendas are provided to the applicable Boards and Committees within 5 to 10 days of an applicable Meeting, (if other Departmental Liaisons have provided their work products in time to the Office of the City Clerk).	
C.	Board and Committee Minutes are provided to the applicable Advisory Board and Committees for Approval within 2 applicable Board and Committee Regular Meetings.	
D.	Accurate Board and Committee Minutes are provided by the Office of the City Clerk.	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
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<b>IX. MANAGEMENT OF EMPLOYEES</b>		<b>Rating</b>
A.	City Clerk ensures that his/her Staff exhibits excellent customer service skills.	
B.	City Clerk provides opportunities for professional training and development of skills.	
<del>C.</del>	<del>City Clerk gives Evaluations to Staff within 1 month of due date, unless special circumstances exist.</del>	
D.	City Clerk offers appreciation to Staff when warranted.	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>X. COMMUNITY RELATIONS</b>		<b>Rating</b>
A.	City Clerk assists the public when applicable and listens to concerns and needs, responding in a positive manner.	
B.	City Clerk provides excellent customer service to the general public.	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>XI. PROFESSIONAL SKILLS</b>		<b>Rating</b>
A.	City Clerk exhibits professional demeanor.	
B.	City Clerk represents his/her Department well.	
<del>C.</del>	City Clerk maintains Certified Municipal Clerk Certification.	
<del>D.</del>	City Clerk maintains Master Municipal Clerk Certification.	
E.	City Clerk keeps up-to-date with professional/leadership skills and attends Seminars/Conferences as needed.	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CITY OF DELAND  
EMPLOYEE PERFORMANCE APPRAISAL**

<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>
Julie Hennessy	City Clerk
<b>DEPARTMENT</b> ( 102 )	<b>DIVISION</b> ( )
City Clerk	

<u>TYPE OF APPRAISAL</u>	<u>OVERALL RATING</u>
<input checked="" type="checkbox"/> ANNUAL	<b>OVERALL SCORE:</b>
<input type="checkbox"/> END OF PROBATION	<input type="checkbox"/> OUTSTANDING 87-100
<input type="checkbox"/> OTHER	<input type="checkbox"/> EXCEEDS STANDARDS 70-86
	<input type="checkbox"/> MEETS STANDARDS 60-72
	<input type="checkbox"/> BELOW STANDARDS < 59

<u>GENERAL PERFORMANCE CHARACTERISTICS</u>	MAX SCORE	RATER SCORE
DEPENDABILITY	5	
INTER-PERSONAL COMMUNICATION	5	
JOB ABILITY/ TECHNICAL EXPERTISE	10	
MOTIVATION	5	
PUBLIC RELATIONS	10	
COMMUNICATION WITH COMMISSION	5	
WORK ATTITUDE	5	
BUDGET ABILITY	5	
WORK QUALITY	5	
FLEXIBILITY AND INNOVATION	5	
AGENDA PREPARATION	10	
PROBLEM ANALYSIS	5	
SUPERVISORY ABILITY	5	
COMMITMENT TO COMMISSION PRIORITIES	5	
RESOURCE MANAGEMENT	5	
PLANNING/GOAL SETTING	5	
DECISION MAKING	5	
<b>TOTALS</b>	<b>100</b>	

**OBJECTIVES TO BE MET DURING NEXT RATING PERIOD:**

- 1.
- 2.

**NARRATIVE:**

<b>COMMISSIONER'S SIGNATURE</b>	<b>DATE</b>	<b>CITY CLERK'S SIGNATURE</b>	<b>DATE</b>
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# City of DeBary

## Employee Performance Evaluation

<b>Employee Name</b> Stacy Tebo	<b>Department</b> City Manager	
<b>Title</b> City Clerk	<b>Time in Present Job</b> 6 years, 2 months	<b>Time with City</b> 6 years, 2 months

**Evaluation Type:**      Probationary                      Annual **X**                      Special

### PERFORMANCE SUMMARY

**Performance Factors**

	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
<b>1. Knowledge of Work</b> Professional Knowledge Technical Skills Operating Procedures/Codes Desire/Ability to Learn	Lacks or fails to apply basic knowledge or possess technical skills to perform tasks effectively. Shows little ability or desire to learn job requirements or procedures.	Sound knowledge of job techniques and procedures. Has technical skills to perform routine and new tasks. Often suggests new methods/procedures. Broadens knowledge through training/conferences.	Excellent professional job knowledge. Consistently introduces and implements new methods and improved procedures. Actively pursues learning opportunities to improve knowledge and skills.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/Explanation** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
<b>2. Productivity</b> Meeting Goals & Objectives Meeting Work Schedule Volume of Work Initiative/Resourcefulness	Work volume does not meet job requirements. Fails to meet work schedules or make adequate progress toward goals and objectives. Lacks initiative to meet schedules or to perform without prompting.	Makes productive use of time in completing work tasks; meets most goals and work schedules. Work tasks are accomplished.	Very industrious; meets all goals and work schedules. Uses initiative to exceed work demands. Consistently does more than expected.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/Explanation** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Quality of Work	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Thoroughness Accuracy Effective Results Consistency	Inconsistent work product results; work lacks thoroughness, accuracy, or effectiveness. Frequent corrections needed.	Good work with consistent quality of thoroughness and effectiveness. Work rarely needs review/corrections.	Consistently does exceptional work. Produces thorough and accurate results with attention to detail.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Explanation \_\_\_\_\_

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4. Work Habits	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Attendance Observance of Work Hours/Rules Effective Use of Time	Frequent absences affects work. Does not use time effectively or does not devote time necessary to meet deadlines/goals.	Maintains good work habits; seldom missing work. Observes Work hours and rules. Effectively uses time to accomplish Goals and meet work schedules.	Very conscientious in attendance and observance of work rules; Devotes time necessary in order to exceed goals and work schedules. Is punctual.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Explanation \_\_\_\_\_

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5. Dependability	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Follows Directions Accepts Responsibility Judgement Decision making	Often fails to carry out assignments and complete work tasks promptly. Cannot be relied on to exercise good judgement or make sound decisions in order to Accomplish job responsibilities.	Follows supervisor's directions, and exercises good judgement. Can always be relied upon to complete work assignments timely with little supervision. Makes sound decisions and willingly accepts responsibility.	Unusual sense of responsibility and dependability. Works independently and justifies complete confidence. Readily accepts directions and uses strong initiative to anticipate problems and proposes creative ideas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Explanation \_\_\_\_\_

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6 Employee/Public Relations	Below Expectations	Meets Expectations	Exceeds Expectations
With Public With Supervision With Employees Attitude Toward Job	Has difficulty working with others. May resist supervision and lack customer service attitude when dealing with the public. Has little enthusiasm for job and overly critical of the agency.	Works well with employees and the public. Accepts supervision and shows interest in work. Promotes the City and its interests.	Actively cooperates with supervision. Goes out of way to assist others. Exhibits an Extremely positive attitude Toward work and the City. Accepts criticism and is a strong force in group morale.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Explanation \_\_\_\_\_

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**SUPERVISORS ONLY**

7. Supervisory Ability	Below Expectations	Meets Expectations	Exceeds Expectations
Delegating Motivating Planning & Assigning Evaluating Performance Leadership Controlling Operating Costs Communication Employee Development Goal Setting Interpersonal Skills	Supervisory ability needs improvement. Work results of work unit below standards. Lack of adequate control over costs or work results. Poor planning and leadership skills. Poor employee motivation and communications.	Obtains good results from subordinates. Shows good leadership and motivation skills. Plans assignments well and delegates effectively. Very effective at handling personnel issues, solving Problems and meeting assignments. Employee morale high.	Outstanding leadership qualities. Acquires maximum from unit with available resources. Effective at motivating employees, delegating with followup, and Planning assignments. Maintains high employee morale.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Explanation \_\_\_\_\_

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**The City of Daytona Beach Shores**  
Employee Performance Evaluation

Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Grade \_\_\_\_\_

Department: \_\_\_\_\_ Review Date: \_\_\_\_\_

<b>Review Type:</b> ___ Annual    ___ Probationary    ___ Special
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CONTRIBUTING FACTORS	PERFORMANCE CATEGORY AND RATING
1= Below Standards 2= Needs Improvement 3= Meets Standards 4= Above Average 5= Superior	1= Below Standards 2= Needs Improvement 3= Meets Standards 4= Above Average 5= Superior
Volume Produced Completion of Schedule Application of Effort	<b>VOLUME OF WORK</b> – Consider volume of work produced compared with amount you consider adequate  <b>VOLUME OF WORK RATING:</b> _____
Accuracy Neatness of Product Thoroughness Effectiveness Use / Care of Tools	<b>QUALITY OF WORK</b> - Consider ability to produce work neatly and free from errors. To follow instructions with minimum supervision, use of good judgment, and economy on use of materials, equipment, time and methods.  <b>QUALITY OF WORK RATING:</b> _____
Skills Knowledge Understanding Learning Growth	<b>JOB KNOWLEDGE</b> – Consider technical, professional and manual skills. Knowledge of methods, systems and equipment, understanding of techniques and procedures of the job and learning ability and growth.  <b>JOB KNOWLEDGE RATING:</b> _____
With Fellow Employees With Supervisors With the Public Toward City Policies	<b>WORK ATTITUDE</b> – Consider disposition, manner and tact, and the ability to cooperate and deal or work harmoniously with others; attitude and response to City policies and service standards.  <b>WORK ATTITUDE RATING:</b> _____
Planning and Assigning Training and Instructing Disciplinary Control Evaluating Performance Delegating Making Decisions Fairness and Impartiality Unit Morale	<b>SUPERVISORY ABILITY</b> – Consider ability to direct, lead and evaluate employees. To organize, distribute and delegate the work, to make effective use of workers, equipment and material and to maintain discipline and morale. <b>SUPERVISORS ONLY.</b>  <b>SUPERVISORY ABILITY RATING:</b> _____

**OVERALL RATING:** Assign an overall rating in consideration of the relative importance to the particular job of the above rated performance categories.

- 1=Below Standards
- 2=Needs Improvement
- 3=Meets Standards
- 4=Above Average
- 5=Superior

<u>Overall Rating</u>
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**EVALUATOR COMMENTS:** Provide both general and specific comments as appropriate. Make note of specific weaknesses and outstanding achievements or accomplishments. Attach second page and/or confirmatory documentation as available and if desired.

**EMPLOYEE COMMENTS:** (attach statement if desired).

Prepared and Rated By: \_\_\_\_\_  
Date

Department Head: \_\_\_\_\_  
Date

Employee: \_\_\_\_\_  
Date

(Employee signature signifies that the performance has been discussed with the employee, and does not necessarily signify agreement with the rating. Employee may attach a statement.)

City Manager: \_\_\_\_\_  
Date