|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Executive/Managerial Performance Evaluation** | | | | | | | | |
| **Emp No.** |  | **Name** |  | **Dept.** |  | | **Div.** |  |
| **PCN** |  | **Period** |  | **Reason** | **Annual  Separation  Other** | | | |
| **Title** |  | | | **PD Reviewed** | | YES NO | | |
|  | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Overall Effectiveness on the Job:** **U** **A- A A+** **O** | |  | | | Consistently Exceeds | Sometimes Exceeds | Meets | Needs Improvement |
| **Leadership** | Has a clear vision for the department/division that aligns with CBJ vision |  |  |  |  |
| Engages and aligns employees with that vision |  |  |  |  |
| Demonstrates the ability to plan strategically and build an effective operational plan |  |  |  |  |
| Demonstrates a high level of self-awareness and emotional intelligences |  |  |  |  |
| Chooses behaviors that demonstrates engagement |  |  |  |  |
| **Leadership Overall** |  |  |  |  |
| **Staff Management** | Coaches and develops staff |  |  |  |  |
| Actively motivates workforce and creates an environment where staff can be successful |  |  |  |  |
| Deals with performance issues on a timely basis |  |  |  |  |
| Follows relevant policies, rules and agreements |  |  |  |  |
| Effectively uses HR services & creates a culture of safety |  |  |  |  |
| **Staff Management Overall** |  |  |  |  |
| **Communication** | Written and oral communication is clear, informative, concise & appropriate to audience |  |  |  |  |
| Presentations are clear, informative, concise & appropriate to audience |  |  |  |  |
| Shares Information up and down the organization |  |  |  |  |
| Demonstrates good listening skills |  |  |  |  |
| Communicates internally and externally on a proactive basis |  |  |  |  |
| **Communication Overall** |  |  |  |  |
| **Critical Thinking,**  **Data Analysis &**  **Problem Solving** | Uses data to measure effectiveness and move department/division forward |  |  |  |  |
| Demonstrates the ability to use root cause analysis in problem solving |  |  |  |  |
| Owns problems and follows through to resolution |  |  |  |  |
| **Critical Thinking, Data Analysis & Problem Solving Overall** |  |  |  |  |
| **Teamwork &**  **Collaboration** | Fosters citywide collaboration and works effectively across department lines |  |  |  |  |
| Demonstrates the ability to be innovative and support innovation in dept. |  |  |  |  |
| Builds strong teams internally |  |  |  |  |
| Volunteers for cross departmental assignments |  |  |  |  |
| **Teamwork & Collaboration Overall** |  |  |  |  |
| **Business Acumen** | Develops and manages budget appropriately |  |  |  |  |
| Uses Technology appropriately |  |  |  |  |
| Understands and follows internal processes |  |  |  |  |
| Understand and uses public process appropriately |  |  |  |  |
| Demonstrates political sensitivity/acumen |  |  |  |  |
| **Business Acumen Overall** |  |  |  |  |
| **Personal Attributes** | Demonstrates a high level of Integrity |  |  |  |  |
| Demonstrates good Interpersonal Skills |  |  |  |  |
| Demonstrates the ability to plan appropriately and meet deadlines |  |  |  |  |
| Demonstrates the ability to work independently and seek direction when needed |  |  |  |  |
| Demonstrates Initiative |  |  |  |  |
| Accepts constructive feedback and modifies behavior/action accordingly |  |  |  |  |
| **Personal Attributes Overall** |  |  |  |  |
| **Technical**  **Skills** | Is considered a Subject Matter Expert by peers |  |  |  |  |
| Takes responsibility for personal professional development |  |  |  |  |
| **Technical Skills Overall** |  |  |  |  |

|  |
| --- |
| **Discussion Comments:** |

|  |  |
| --- | --- |
|  | **GOALS & PRIORITIES** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

|  |  |  |
| --- | --- | --- |
| Supervisor’s Recommended Action:  A step increase is recommended.  A step increase is not recommended.  A step increase is not due at this time. | | |
|  | | |
| Supervisor’s Name: |  | Supervisor’s Title: |
|  |  |  |
| Supervisor’s Signature: |  | Employee’s Signature: |
|  |  |  |
| Date |  | Date |

**Goals & Priorities Update**

**Quarterly Tracking**

|  |  |
| --- | --- |
|  | **Goals & Priorities set from Annual Coaching meeting:** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

|  |  |
| --- | --- |
| date | **Insert Goal # 1 Here** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| date | **Insert Goal # 2 Here** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| date | **Insert Goal # 3 Here** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

|  |  |
| --- | --- |
| date | **Insert Goal # 4 Here** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

|  |  |
| --- | --- |
| date | **Insert Goal # 5 Here** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

Next meeting Date: