

## Town Administrator Annual Review

Forms are presented for the Board to consider in order establishing an annual performance evaluation that will run concurrently with the fiscal year.

# Town of Hadley

## Performance Evaluation FY 2015

Position: Town Administrator	Department: Administration
Date:	

Employee Name: David Nixon

Reviewer Name/Position: \_\_\_\_\_

Rating Categories for Key Responsibility Areas (KRA's)		
<b>E = Exceeds Standards:</b>	An employee who consistently has met substantially all of the standards for a KRA and who has gone significantly beyond the level described in most of the standards.	3 points
<b>M = Meets Standards:</b>	An employee who consistently has met substantially all of the standards given for a KRA. Employee is able to perform all requirements of the position with minimum guidance/direction.	2 points
<b>DNM = Does Not Meet Standards:</b>	An employee who, during most or all of the rating period, has not met the majority of standards or one particularly important standard for a given KRA; or a newly hired or recently assigned employee who does not yet meet the standards for one or more KRAs and who is developing more slowly than would normally be expected.	0 points

## INDIVIDUAL PERFORMANCE STANDARDS (50%)

KRA #1 - Financial management, budgeting and reporting A. Meets Expectations				Performance Rating		
				% Weight	Rating Points	Scoring (weight x points)
				12.5%		
	DNM	Meets	Exceeds			
• Coordinate budget process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Provide quarterly "state of the union" reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Develop monthly budget/actual reports by area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Develop detailed monthly revenue reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Coordinate update of capital plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Explain All</b> Provide written documentation below to support your ratings.						

Score for  
KRA #1

\_\_\_\_\_

Additional Comments:

KRA #2 -- Personnel	Performance Rating		
	% Weight	Rating Points	Scoring (weight x points)
A. Meets Expectations	12.5%		
	DNM	Meets	Exceeds
• Complete review of personnel handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Revise handbook policies as warranted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provide support to other departments for personnel matters as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Facilitate legal counsel as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Complete wage study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Recommend disciplinary action to the Board of Selectmen as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Explain All</b> Provide written documentation below to support your ratings.			

Score for  
KRA #2

\_\_\_\_\_

Additional Comments:

KRA #3 - Selectman's Meeting Preparation				Performance Rating		
				% Weight	Rating Points	Scoring (weight x points)
A: Meets Expectations				12.5%		
	DNM	Meets	Exceeds			
• Monitor daily correspondence for action items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Prepare agenda in cooperation with Administrative Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Research issues and present findings at meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Follow up to ensure completion of directives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Explain All</b> Provide written documentation below to support your ratings.						

Score for  
KRA #3  
  
\_\_\_\_\_

Additional Comments:

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KRA #4 - Other projects - TBD	Performance Rating		
	% Weight	Rating Points	Scoring (weight x points)
A. Meets Expectations	12.5%		
	DNM	Meets	Exceeds
• Coordinate response and implementation as possible to DOR Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Coordinate response and implementation as possible to Mgt Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Explain All</b> Provide written documentation below to support your ratings.			

Score for  
KRA #4  
  
\_\_\_\_\_

Additional Comments:

## ORGANIZATIONAL STANDARDS (50%)

I. Organizational Perspective: Demonstrates an understanding of how individual job performance advances the town mission.	% Weight	Rating Points	Scoring (weight x points)
<b>A. Meets Expectations</b>	10%		
	DNM	Meets	Exceeds
<ul style="list-style-type: none"> <li>• Understands the connection between Town of Hadley mission and personal performance.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrates a philosophy and work ethic that is consistent with Town of Hadley's vision and mission and represents him/herself in this manner with the public and others.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Explain All</b> Provide written documentation below to support your ratings.			

Score for Organizational Perspective

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Additional Comments:

II. Respectful Behavior and Confidentiality: Conductor that demonstrates a commitment to respectful behaviors and an understanding of confidentiality.				% Weight	Rating Points	Scoring (weight x points)
A. Meets Expectations				10%		
	DNM	Meets	Exceeds			
<ul style="list-style-type: none"> <li>Interactions with the public, peers, supervisor and others are respectful, professional and confidential.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> <li>Confidential information, whether received in the course of work or received inappropriately, is not shared with others.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Explain All</b> Provide written documentation below to support your ratings.						

Score for Respectful Behavior  
and Confidentiality

\_\_\_\_\_

Additional Comments:



III. Teamwork: Participates in an environment where staff create success by working together collaboratively.				% Weight	Rating Points	Scoring (weight x points)
A. Meets Expectations				10%		
	DNM	Meets	Exceeds			
• Builds collaborative relationships both internally and externally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Is a team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Accepts and uses constructive feedback from both peers and supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Collaborates to improve services and processes, and solves problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Shares responsibility and accountability for team goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Explain All</b> Provide written documentation below to support your ratings.						

Score for Teamwork

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Additional Comments:

IV. Skill and Ability: Takes advantage of training and educational opportunities to enhance skills, productivity and quality of work.				% Weight	Rating Points	Scoring (weight x points)
A. Meets Expectations				10%		
	DNM	Meets	Exceeds			
• Seeks assistance and support when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Accepts guidance from supervisor and implements decisions made with supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Actively seeks training opportunities, through supervision and other sources to enhance ability to perform all aspects of position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Acts as a resource and support to other staff when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Explain All</b> Provide written documentation below to support your ratings.						

Score for Skill and Ability

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Additional Comments:

V. Knowledge of Community: Uses knowledge of current community needs to work effectively with community groups.				% Weight	Rating Points	Scoring (weight x points)
A. Meets Expectations				10%		
	DNM	Meets	Exceeds			
• Builds and maintains positive relationships with the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Articulates and explains accurately the full range of Town of Hadley services and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Presents Town of Hadley to the community in a positive, proactive and appropriate manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Uses consumer and community feedback to improve service delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Explain All</b> Provide written documentation below to support your ratings.						

Score for Knowledge of Community

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Additional Comments:

## Performance Summary

(put the score for each KRA and Organizational Standard in the appropriate box)

Individual Performance Standards	Scoring
1. Financial management, budgeting and reporting	
2. Personnel and supervision	
3. Selectman's Meeting Preparation	
4. Other projects	
<b>Organizational Standards</b>	
I. Organizational Perspective	
II. Respectful Behavior and Confidentiality	
III. Teamwork	
IV. Skill and Ability	
V. Knowledge of Community	
<b>TOTAL SCORE:</b>	

### Employee Comments


**SIGNATURES:** Signatures acknowledge that this form was discussed and reviewed.

Employee signature: \_\_\_\_\_ date \_\_\_\_\_

Reviewer signature: \_\_\_\_\_ date \_\_\_\_\_