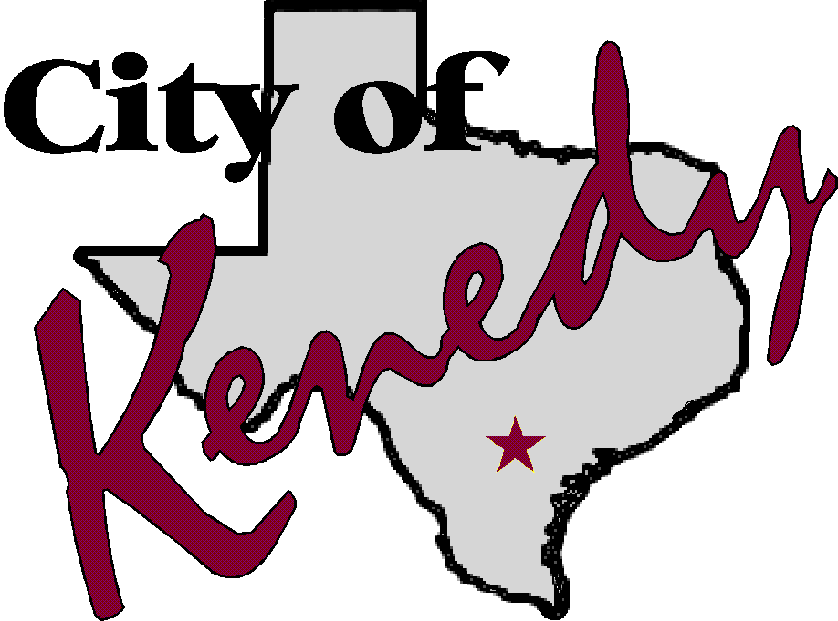
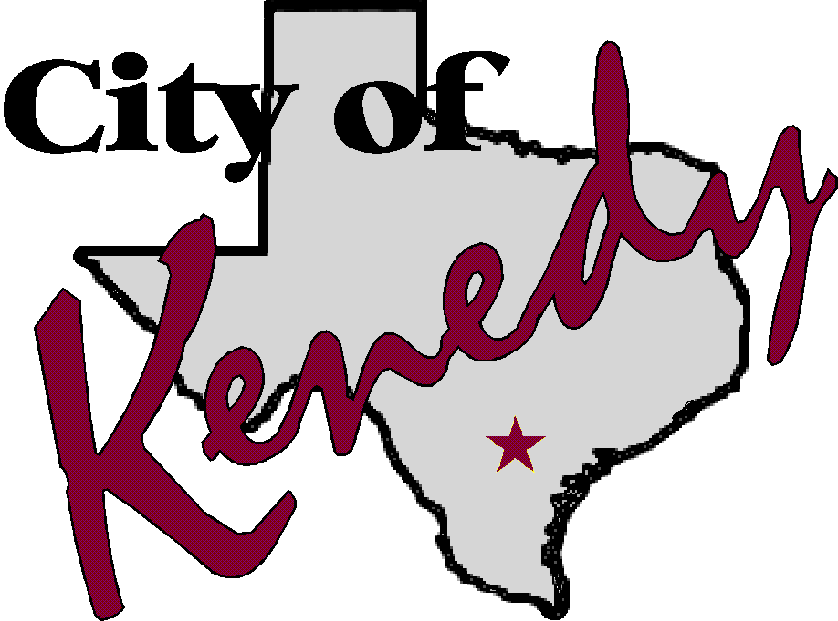
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City of Kenedy

CIVIC Performance Evaluation Model

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| General Information | | | | | | |
| Employee Name: |  | | | | | |
| Job Title: |  | | | | | |
| Department: |  | | Date From: |  | Date To: |  |
| Evaluation Type: | Introductory | | Annual | Other | | |
| Evaluator Name: |  | | | | | |
| Evaluator Job Title: |  | | | | | |
| This Performance Evaluation Completed on: | |  | | | | |
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**Performance Evaluation Instructions**

This evaluation follows the **CIVIC Performance Model**, designed to create a fair, transparent, and growth-oriented review process. **Core Functions** ensure employees are assessed on how well they meet the fundamental duties of their role. **Integrated Metrics** bring objectivity, using measurable performance indicators to track progress and maintain consistency. **Value Alignment with Civic Goals** connects individual contributions to the city’s mission, ensuring public service values are upheld. **Impact Measurement on Stakeholders** highlights how an employee’s work influences both internal teams and the broader community, from residents to local businesses. **Collaborative Growth** shifts the focus forward, encouraging professional development and strategic alignment with city needs.

Supervisors should rely on **facts, not assumptions**, assessing performance over time rather than isolated incidents. Employees are encouraged to engage in open discussions, share feedback, and take an active role in shaping their development plan. The evaluation process should be a conversation, not just a formality—an opportunity to recognize achievements, identify growth areas, and set SMART goals for continued success. Signatures confirm the discussion took place, not necessarily agreement with every aspect of the review.

**Scoring Interpretation**

**🔹 5.0 – Distinguished Contributor (Excellent) – Consistently exceeds expectations across all key areas. Demonstrates exceptional leadership, expertise, and commitment to public service. A role model for colleagues and a driving force in advancing the city's mission.**

**🔹 4.0 – 4.99 Strong Performer (Above Expectations) – Performs at a high level in most aspects of the job. Frequently surpasses expectations and makes meaningful contributions to departmental and community goals. Demonstrates initiative and leadership potential.**

**🔹 3.0 – 3.99 Reliable Team Member (Satisfactory) – Effectively meets expectations in most key areas. Dependable, professional, and committed to fulfilling responsibilities that support the city’s mission. Opportunities exist for further growth and development.**

**🔹 2.0 – 2.99 Developing Contributor (Needs Improvement) – Shows potential but requires improvement in multiple areas. Needs additional guidance, training, or support to consistently meet expectations and fully contribute to public service objectives.**

**🔹 1.0 – 1.99 Underperforming (Unsatisfactory) – Performance does not meet expectations in critical areas. Immediate improvement is required to fulfill job responsibilities. A formal development plan, additional support, or corrective action may be necessary.**

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| **Core Functions & Integrated Metrics** | | | | | | | |
| **A. Essential Skills Performance Metrics** | | | | | | | |
| **Core Function** | **Performance Indicator** | **1** | **2** | **3** | **4** | **5** | **Comments** |
|  |  | ☐ | ☐ | ☐ | ☐ | ☐ |  |
|  |  | ☐ | ☐ | ☐ | ☐ | ☐ |  |
|  |  | ☐ | ☐ | ☐ | ☐ | ☐ |  |
|  |  | ☐ | ☐ | ☐ | ☐ | ☐ |  |
|  |  | ☐ | ☐ | ☐ | ☐ | ☐ |  |
|  |  | ☐ | ☐ | ☐ | ☐ | ☐ |  |
|  |  | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **B. Soft Skills Performance Metrics** | | | | | | | |
| **Skills** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| Positive Attitude & Professional Conduct | | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| Receptiveness to Feedback | | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| Customer Service Etiquette | | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| Time Management & Organization | | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| Initiative & Self-Motivation | | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **C. Supervisor Comments** | | | | | | | |
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| **D. Suggestions for Development** | | | | | | | |
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| **Value Alignment with Civic Goals** | | | | | | | | | | | | | | |
| **A. Civic Value** | | | | | | | | | | | | | | |
| **Evaluation Category** | **General Employee Expectation** | | **1** | **2** | **3** | | **4** | | **5** | | **Comments** | | | |
| **Public Trust & Ethical Leadership** | *Demonstrates ethical behavior in day-to-day work, follows policies, and maintains public trust.* | | ☐ | ☐ | ☐ | | ☐ | | ☐ | |  | | | |
| **Operational Excellence & Public Impact** | *Completes assigned tasks effectively, supports service improvements, and follows best practices.* | | ☐ | ☐ | ☐ | | ☐ | | ☐ | |  | | | |
| **Collaboration & Cross-Departmental Coordination** | *Works well with colleagues across departments, communicates effectively, and supports cross-functional initiatives.* | | ☐ | ☐ | ☐ | | ☐ | | ☐ | |  | | | |
| **Civic Innovation & Continuous Improvement** | *Suggests practical improvements, adopts best practices, and remains adaptable to citywide changes.* | | ☐ | ☐ | ☐ | | ☐ | | ☐ | |  | | | |
| **Economic & Infrastructure Development** | *Uses city resources efficiently, ensures responsible budgeting in daily tasks, and follows sustainable practices.* | | ☐ | ☐ | ☐ | | ☐ | | ☐ | |  | | | |
| **Civic Engagement & Inclusivity** | *Treats all community members equitably, ensures public information is accessible, and promotes a culture of inclusion.* | | ☐ | ☐ | ☐ | | ☐ | | ☐ | |  | | | |
| **Environmental & Resource Sustainability** | *Reduces waste, follows sustainability initiatives, and supports city efforts toward environmental responsibility.* | | ☐ | ☐ | ☐ | | ☐ | | ☐ | |  | | | |
| **B. Organizational Value** | | | | | | | | | | | | | | |
| **Evaluation Category** | **General Employee Evaluation** | | **1** | **2** | **3** | | **4** | | **5** | | **Comments** | | | |
| **Strategic Contribution** | *How well does the employee's work contribute to team success and city priorities?* | | ☐ | ☐ | ☐ | | ☐ | | ☐ | |  | | | |
| **Community & Public Impact** | *How does the employee’s direct work affect citizens and stakeholders?* | | ☐ | ☐ | ☐ | | ☐ | | ☐ | |  | | | |
| **Service Delivery & Improvement** | *How effectively does the employee execute their duties and contribute to improvements?* | | ☐ | ☐ | ☐ | | ☐ | | ☐ | |  | | | |
| **Ethics & Accountability** | *Does the employee follow ethical guidelines and policies?* | | ☐ | ☐ | ☐ | | ☐ | | ☐ | |  | | | |
| **C. Supervisor Comments** | | | | | | | | | | | | | | |
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| **D. Suggestions for Development** | | | | | | | | | | | | | | |  | |
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| **Impact on Stakeholders** | | | | | | | | | | | | | | |
| **A. Internal Impact: Team, Department & City Operations** | | | | | | | | | | | | | | |
| **Evaluation Category** | | **General Employee Expectation** | | | | **1** | | **2** | | **3** | | **4** | **5** | **Comments** |
| **Team Collaboration & Morale** | | Supervisor’s comments on teamwork, engagement, and departmental morale. | | | | ☐ | | ☐ | | ☐ | | ☐ | ☐ |  |
| **Interdepartmental Coordination** | | Supervisor’s comments on cross-departmental collaboration and problem-solving. | | | | ☐ | | ☐ | | ☐ | | ☐ | ☐ |  |
| **Process Efficiency & Innovation** | | Supervisor’s observations on the employee’s role in streamlining city processes. | | | | ☐ | | ☐ | | ☐ | | ☐ | ☐ |  |
| **B. External Impact: Residents, Businesses, and Civic Partners** | | | | | | | | | | | | | | |
| **Evaluation Category** | | **General Employee Expectation** | | | | **1** | | **2** | | **3** | | **4** | **5** | **Comments** |
| **Resident & Business Satisfaction** | | Supervisor’s evaluation of responsiveness, public trust, and customer service interactions. | | | | ☐ | | ☐ | | ☐ | | ☐ | ☐ |  |
| **Public Communication & Transparency** | | Supervisor’s comments on public outreach, policy clarity, and engagement with stakeholders. | | | | ☐ | | ☐ | | ☐ | | ☐ | ☐ |  |
| **Service Effectiveness & Problem Resolution** | | Supervisor’s assessment of service completion rates and responsiveness to external concerns. | | | | ☐ | | ☐ | | ☐ | | ☐ | ☐ |  |
| **Partnerships & External Relations** | | Supervisor’s evaluation of collaboration with non-governmental organizations and agencies. | | | | ☐ | | ☐ | | ☐ | | ☐ | ☐ |  |
| **C. Community & Long-Term Impact** | | | | | | | | | | | | | | |
| **Evaluation Category** | | **General Employee Evaluation** | | | | **1** | | **2** | | **3** | | **4** | **5** | **Comments** |
| **Equitable & Inclusive Service Delivery** | | Supervisor’s assessment of inclusivity, equity, and accessibility in service delivery. | | | | ☐ | | ☐ | | ☐ | | ☐ | ☐ |  |
| **Sustainability & Resource Management** | | Supervisor’s comments on sustainability practices, budgeting efficiency, and long-term planning. | | | | ☐ | | ☐ | | ☐ | | ☐ | ☐ |  |
| **Public Safety & Risk Management** | | Supervisor’s evaluation of compliance with safety regulations and emergency preparedness. | | | | ☐ | | ☐ | | ☐ | | ☐ | ☐ |  |
| **D. Supervisor Comments** | | | | | | | | | | | | | | |
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| **E. Suggestions for Development** | | | | | | | | | | | | | | |  |
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| **Collaborative Growth** | | | |
| **A. Achievements for the Current Evaluation Period** | | | |
| **1. What significant achievements did the employee accomplish during this period?** | | | |
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| **2. How did these achievements support the department and city priorities?** | | | |
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| **B. SMART Goals for the Next Evaluation Period** | | | |
| When setting goals for the next evaluation period, it is essential to ensure the following: ✔ **Specific**: Clearly define what will be accomplished.✔ **Measurable**: Include criteria to track progress.✔ **Achievable**: Ensure feasibility based on role and resources.✔ **Relevant**: Align with city priorities and department objectives.✔ **Time-Bound**: Establish deadlines for completion. | | | |
| **What is the goal?** | **How will success be measured?** | **What city need does this align with?** | **Target completion date:** |
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| **Potential Obstacles** | | **My Response** | |
| • | | • | |
| • | | • | |
| • | | • | |
| **C. Action Plan & Resources** | | | |
| **Development Need** | **Support Available (Training, Mentorship, Shadowing, etc.)** | **Assigned Resources (Courses, Workshops, Funding)** | **Follow-Up Checkpoints** |
| Example 1 |  |  |  |
| Example 2 |  |  |  |
| Example 3 |  |  |  |
| Example 4 |  |  |  |
| **D. Development Plan Summary & Accountability** | | | |
| **Supervisor’s Commitment:** *(How will the supervisor support the employee in achieving their goals?)* | | | |
|  | | | |
| **Employee’s Commitment:** *(How will the employee take initiative in their development?)* | | | |
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**Acknowledgment & Signatures**

By signing below, all parties acknowledge that this performance evaluation has been discussed, feedback has been provided, and a plan for continued growth and success has been outlined. Signing this document does not indicate agreement with the evaluation’s content but confirms that the review process occurred and the employee was given an opportunity to provide input. Employees may submit a written response to this evaluation, which will be retained in their personnel file. This acknowledgment does not modify the terms of employment or any applicable policies regarding employment status.

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

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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