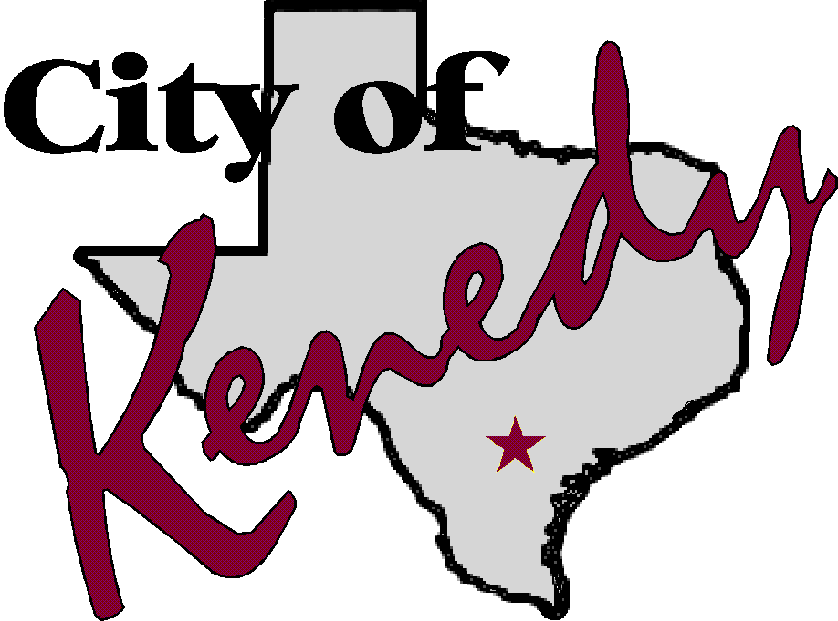
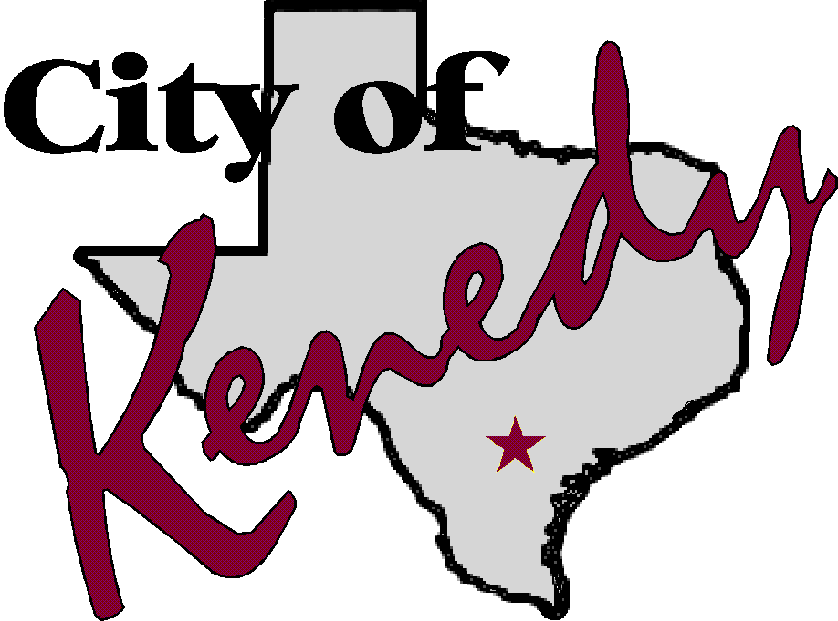
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City of Kenedy

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** |
| Anticipating Challenges & Opportunities | | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| Receptiveness to Feedback | | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| Earning Trust & Credibility Through Actions | | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| Time Management & Organization | | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| Taking Ownership of Tasks & Commitments | | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **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** | **Supervisor / Leadership Expectation** | | **1** | | **2** | | **3** | | **4** | | **5** | | **Comments** | |
| **Public Trust & Ethical Leadership** | *Sets ethical standards, ensures transparency in policy execution, and holds staff accountable for ethical behavior.* | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  | |
| **Operational Excellence & Public Impact** | *Develops strategies that enhance city operations and aligns team objectives with city goals. Measures and tracks departmental success.* | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  | |
| **Collaboration & Cross-Departmental Coordination** | *Leads interdepartmental projects, ensures city-wide coordination, and represents the department in city-wide initiatives.* | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  | |
| **Civic Innovation & Continuous Improvement** | *Identifies opportunities for modernization, process improvements, and strategic change. Encourages staff to propose and implement new ideas.* | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  | |
| **Economic & Infrastructure Development** | *Manages resources responsibly, ensures department spending aligns with economic growth, and supports sustainable development.* | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  | |
| **Civic Engagement & Inclusivity** | *Ensures government processes are inclusive, supports community engagement initiatives, and implements policies that benefit all residents.* | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  | |
| **Environmental & Resource Sustainability** | *Implements sustainability policies, ensures compliance with environmental regulations, and leads conservation efforts.* | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  | |
| **B. Organizational Value** | | | | | | | | | | | | | | |
| **Evaluation Category** | **Supervisor Evaluation** | | **1** | | **2** | | **3** | | **4** | | **5** | | **Comments** | |
| **Strategic Contribution** | *How well does the employee set direction for the team in alignment with city goals?* | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  | |
| **Community & Public Impact** | *How does the employee's leadership influence public trust and civic engagement?* | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  | |
| **Service Delivery & Improvement** | *How well does the employee lead initiatives to enhance department operations?* | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  | |
| **Ethics & Accountability** | *Does the employee enforce ethical practices and hold others accountable?* | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  | |
| **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** | | **Supervisor / Leadership Expectation** | | **1** | | **2** | | **3** | | **4** | | **5** | | **Comments** |
| **Team Collaboration & Morale** | | Supports colleagues, fosters a positive work environment, and contributes to team success. | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  |
| **Interdepartmental Coordination** | | Works effectively across departments to ensure city-wide service continuity. | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  |
| **Process Efficiency & Innovation** | | Contributes to improving workflow, reducing inefficiencies, and enhancing operations. | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  |
| **Leadership & Mentorship** | | Guides employees, provides mentorship, and ensures professional development within the department. | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  |
| **B. External Impact: Residents, Businesses, and Civic Partners** | | | | | | | | | | | | | | |
| **Evaluation Category** | | **Supervisor / Leadership Expectation** | | **1** | | **2** | | **3** | | **4** | | **5** | | **Comments** |
| **Resident & Business Satisfaction** | | Provides high-quality service, ensures accessibility, and addresses public concerns professionally. | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  |
| **Public Communication & Transparency** | | Ensures the community is informed, listens to concerns, and provides clear, accessible information. | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  |
| **Service Effectiveness & Problem Resolution** | | Handles complaints, issues, and requests efficiently, ensuring resolutions align with public expectations. | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  |
| **Partnerships & External Relations** | | Effectively engages with businesses, community groups, and external agencies to support city initiatives. | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  |
| **C. Community & Long-Term Impact** | | | | | | | | | | | | | | |
| **Evaluation Category** | | **Supervisor Evaluation** | | **1** | | **2** | | **3** | | **4** | | **5** | | **Comments** |
| **Equitable & Inclusive Service Delivery** | | Ensures city services are accessible to all residents, regardless of demographics. | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  |
| **Sustainability & Resource Management** | | Contributes to responsible resource use, conservation, and future-oriented planning. | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  |
| **Public Safety & Risk Management** | | Implements or follows procedures that ensure resident safety and reduce liability. | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |  |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_