



Exempt Employee Performance Evaluation Form

300 Pay Plan: Executive Leadership Employees

Instructions and guidelines available at www.learningcc.org/perform

REVIEW TYPE:	<input type="checkbox"/> ANNUAL REVIEW	<input type="checkbox"/> PLANNING REVIEW
EMPLOYEE FIRST NAME:		EMPLOYEE LAST NAME:
EMPLOYEE ID NUMBER:		EMPLOYEE JOB TITLE:
DEPARTMENT:		SUPERVISOR NAME:

RATING SCALE: Use the scale below for all items on this form requiring a numeric rating.

1 = DOES NOT MEET	2 = NEEDS IMPROVEMENT	3 = MEETS EXPECTATIONS	4 = EXCEEDS EXPECTATIONS
Does not meet the expectations of the job, task or project.	Meets some expectations of the job, task or project. Performance needs improvement.	Successfully meets the expectations of the job, task or project. Performance consistently meets expectations.	Far exceeds the expectations of the job, task or project. Consistently shows achievement far above expectations.

SECTION 1: CITYWIDE GOALS (40% of overall rating; equally weighted)

Indicate the employee's performance level by assigning a rating for each citywide goal as per each objective listed below.	RATING
1. Demonstrates High Ethical and Moral Standards	
2. Committed to a Sound and Effective Management Process	
3. Support for Organizational Diversity and Inclusion	
4. Use of City Performance Analytics and Performance Improvement Assessments	
5. Commitment to Talent Development and Employee Engagement	
6. Commitment to Process Improvement	
7. Support for Employee Wellness and Benefits	
8. Builds Connections with Stakeholders	
9. Fiscal Responsibility	
SECTION RATING TOTAL:	

SECTION 2: SUPERVISORY LEADERSHIP ASSESSMENT (30% of overall rating; equally weighted)

Indicate the employee's performance level by assigning a rating for each competency as per www.learningcc.org/performancedefined	RATING
1. Leadership and Development <ul style="list-style-type: none"> Leadership is clear, undisputed, and supported by team members Handles conflict between team members quickly and effectively Clearly communicates timelines and expectations to team members Facilitates communication to ensure that team members are informed about issues, progress, and next steps Ensures team members have opportunities to develop their skills 	
2. Strategic Thinking <ul style="list-style-type: none"> Understands and uses financial indicators/metrics to measure performance Identifies, recruits, and retains great talent that expands our capability and mirrors our customer base 	
3. Drives Excellence <ul style="list-style-type: none"> Holds employees accountable for performance Communicates with business partners at all levels regularly, accurately, and in detail Focuses on the process and operational consistency to reduce cost, improve performance, and meet targeted budget goals 	
4. Decision-Making <ul style="list-style-type: none"> Causes and underlying issues are analyzed to fully understand situation/ choices prior to decision-making Empowers the team to solve problems and make decisions 	
SECTION RATING TOTAL:	

FY 2021 ACCOMPLISHMENTS

SECTION 3 (a): GOALS AND RESPONSIBILITIES (30% of overall rating; goal weight assigned)		
A description of the goal and actual performance results that includes any specific performance metric or project deadline met; a specific weight percentage component; and the rating for each goal.		
GOAL 1:	<i>Item Evaluation Weight Percentage</i> (Total of all weights=100%):	%
<i>Summary of Accomplishment:</i>		RATING
GOAL 2:	<i>Item Evaluation Weight Percentage</i> (Total of all weights=100%):	%
<i>Summary of Accomplishment:</i>		RATING
<i>CHECK ITEM PERCENTAGE TOTAL</i> (must equal 100%):	%	SECTION RATING TOTAL:

SECTION 3 (b): PROFESSIONAL DEVELOPMENT		
Measure specific goals for Professional Development the employee achieved.		
GOAL 1:		Completion Date:
GOAL 2:		Completion Date:

FY 2022 FUTURE PLANS

SECTION 4 (a): GOALS AND RESPONSIBILITIES		
List specific goal to be measured in the next fiscal year.		
GOAL 1:		
GOAL 2:		

SECTION 4 (b): PROFESSIONAL DEVELOPMENT		
List specific goal to be measured in the next fiscal year.		
GOAL 1:		
GOAL 2:		

SECTION 5: REVIEWER STATEMENT OF OVERALL PERFORMANCE	OVERALL RATING
<i>Provide a brief description of the employee's overall performance for the review period:</i>	
	4 = Exceeds Expectations 3 = Meets Expectations 2 = Needs Improvement 1 = Does Not Meet

REVIEWER SIGNATURE:		DATE:	
DIRECTOR SIGNATURE:		DATE:	

PHASE 1 COMPLETE

PHASE 2 START: Upon Executive Leadership Team (ELT) Approval Start Phase 2

SECTION 6: EMPLOYEE COMMENTS AND ACKNOWLEDGEMENT SIGNATURE

COMMENTS: Employee may comment on the performance evaluation in the space provided below (Optional)

Employee, signing below does not constitute agreement with your performance evaluation. By signing below, you are acknowledging that this performance review has been discussed with you.

EMPLOYEE SIGNATURE:		DATE:	
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PHASE 2 COMPLETE: Reviewer, Please Upload this signed form at www.learningcc.org/performexempt

----- DO NOT WRITE BELOW: THIS SECTION FOR OFFICIAL USE BY HUMAN RESOURCE DEPARTMENT -----

APPROVED FOR FILING ORGANIZATIONAL DEVELOPMENT PROCESSING	UNDER REVIEW EMPLOYEE RELATIONS PROCESSING
RECEIVED DATE: _____ BY: _____	
APPROVED DATE: _____ BY: _____	
<input type="checkbox"/> Supporting Documents Attached	
NOTES: (If any)	