

SAMPLE COUNCIL/COMMISSION SELF-EVALUATION

The evaluation of a manager/administrator is often a frank examination of the overall relationship between the chief administrative officer and the elected governing body he/she serves. To prepare for this process, some council/commission members may find it useful to first examine their **own** performance as governing body members. This form can be completed by each member of the governing body to evaluate their own performance. When used in conjunction with an evaluation of the manager/administrator, the results may suggest ways the elected and appointed staff can improve their performance and advance the interests of the organization. In each of the areas noted below, performance levels should be noted, based on the following scale:

- 1 = Poor (rarely meets expectations)
- 2 = Below average (usually does not meet expectations)
- 3 = Satisfactory (meets performance expectations)
- 4 = Above average (generally exceeds performance expectations)
- 5 = Excellent (almost always exceeds expectations & performs at a high standard)

Evaluation Period: _____ to _____

- _____ Attends and participates in regular meetings, study sessions and special meetings of the governing body, including budget and planning meetings
- _____ Attends and participates in meetings on which the governing body member is an “ex-officio” or council/commission liaison representative
- _____ Adequately prepares for the meetings of the governing body by reviewing information provided by the administrator/manager
- _____ Contacts the manager/administrator prior to meetings with questions, and outlines requests for additional information whenever possible
- _____ The governing body member’s composure and attitude are fitting for an individual in such a local elected position
- _____ Is open to trying new ideas proposed by staff, citizens or other members of the governing body

- _____ Listens well to others, recognizes and appreciates the interests of others, and generally works well with others
- _____ Functions primarily in a policy-making, rather than administrative, role
- _____ Honors communications from executive sessions as privileged, and does not discuss this information with the public
- _____ In criticizing staff work and recommendations, the governing body member is careful to separate comments about the proposal(s) from criticism of the manager/administrator or staff
- _____ Protects the administrator/manager from unjust criticism and negative efforts of vocal special interest groups when the manager/administrator is publicly advancing the agenda of the governing body
- _____ Recognizes that the governing body member has little legal authority as an individual, and that decisions should be made by majority vote at duly convened meetings of the governing body
- _____ Is responsive to residents' concerns and suggestions about the city/county
- _____ Gives full consideration to the advisory recommendations of the governing body's committees, if applicable, prior to taking definitive action on items
- _____ Does not introduce new items of a complex nature for action at a public council meeting when not listed on the agenda, but rather presents new items for consideration on a subsequent agenda
- _____ Channels complaints and concerns about city services and personnel through the manager/administrator's office
- _____ Helps create and maintain a climate of mutual respect and trust, and offers commendations and praise of staff and fellow elected officials when appropriate
- _____ Is consistent in public statements and policy decisions from one community group to the next, among other appointed and elected government officials, and does not make promises which cannot be kept

OTHER COMMENTS:
