City of Alexandria Draft Performance Evaluation Form Supervisors/Managers

Employee Name	Job Title
Definitions for Performance Ratings	
Please use the following definitions for sections A through D).

Greatly Exceeds Requirements / Expectations: Performance/behavior consistently exceeds all or virtually all, job requirements/expectations. The employee consistently performs outstanding work, regularly above and beyond what is expected of employees in this job. Routinely models behavior consistent in the City's vision and values and makes other outstanding leadership contributions. The quality of work from this person is better than most of his/her peers. This rating is to be used for only exemplary performance and behavior.

Exceeds Requirements / Expectations: Performance/behavior regularly exceeds job requirements / expectations. Is able to work with little direction and produces high quality work. Adds value to the organization. Makes his/her own decisions and is a self-starter.

Meets Requirements / Expectations: Performance / behavior meets the defined job requirements / expectations. The employee is performing the job at the level expected for employees in this position. Requires minimal direction and coaching. Consistently meets job requirements with few errors and minimal revision.

Does Not Fully Meet Requirements / Expectations: Performance / behavior does not fully meet the job regulations / expectations. Capable of producing work that is of reasonable quality, but often produces work which may not be up to standard. Does not use time or resources effectively.

Significantly Below Requirements / Expectations: Performance / behavior fails to meet the defined performance regulations / expectations. Deficiencies must be corrected and better performance achieved and maintained in the future. Requires significant amount of direction and coaching. The employee is not performing the job at expected level for employees in this position. The employee does not behave / conduct himself / herself consistent with the City's vision and or values.

Section A: Departmental/Division/Program Area Performance Measures

Please rate the degree to which the employee directly or indirectly contributed to the Departmental, Division, or Program Area performance measures throughout the year.

Performance Measur	re 1:			
End of Year Ratings:				
Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
Performance Measur	re 2:			
End of Year Ratings:				
Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
Performance Measur	те 3:	Secretary (Management of Secretary)		
End of Year Ratings:				
Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
Performance Measur	re 4:			
End of Year Ratings:				
Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations

Section B: Individual Performance Measures (use extra sheets as needed)

Please rate the degree to which the employee fulfilled the individual performance measures for the year.

	e Time Section (1997) (Section 1997) Landing Conference (1997) (Section 1997)			
Performance Measure	1:			
Evaluative Comments	(Mid Year and End of	Year):		
End of Year Ratings:	Personal Company of the Company of t			
☐ Greatly Exceeds Requirements /	☐ Exceeds Requirements /	☐ Meets Requirements /	☐ Does Not Fully Meet Requirements /	☐ Significantly Below Requirements
Expectations	Expectations	Expectations	Expectations	/ Expectations
Performance Measure	2:		The state of the s	
Evaluative Comments	(Mid Year and End of	Year):		
End of Year Ratings:				
☐ Greatly Exceeds	□ Exceeds	□ Meets	☐ Does Not Fully	☐ Significantly
Requirements / Expectations	Requirements / Expectations	Requirements / Expectations	Meet Requirements / Expectations	Below Requirements / Expectations
Performance Measure	AS A DECEMBER OF STREET AND A ST			
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End of Year Ratings: ☐ Greatly Exceeds	Exceeds	☐ Meets	Does Not Fully	☐ Significantly
Requirements /	Requirements /	Requirements /	Meet Requirements /	Below Requirements
Expectations	Expectations	Expectations	Expectations	/ Expectations
Performance Measure	3 4:			
Evaluative Comments	(Mid Year and End of	Year):		
	_			
End of Year Ratings:				
☐ Greatly Exceeds Requirements /	☐ Exceeds Requirements /	☐ Meets	☐ Does Not Fully Meet Requirements /	☐ Significantly Below Requirements
Expectations	Expectations	Expectations	Expectations	/ Expectations

Section C: End of Year Evaluation of Demonstrating City of Alexandria Competencies

Please rate the degree to which the employee demonstrated the City of Alexandria competencies throughout the year.

	AND DESCRIPTIONS OF THE STREET	References in the second secon		
			deal with concise and effe stakeholders. Performance	
Persuading, negotiating	and gaining the confide	nce of internal and ext	ernal stakeholders; Mobiliz	
commitment; Conflict re	solution; Listening, pres	entation, oral and writte	en communications skills	
☐ Greatly exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does not fully meet Requirements / Expectations	☐ Significantly below Requirements / Expectations
Comments:		-		
See the community of th				
	and effectiveness of the		hich collaboration and coo	peration occur in order to
☐ Greatly Exceeds	☐ Exceeds	☐ Meets	☐ Does Not Fully	☐ Significantly Below
Requirements /	Requirements /	Requirements /	Meet Requirements /	Requirements /
Expectations	Expectations	Expectations	Expectations	Expectations
Comments:				
Accountability and Ex	cellence – Involves kee	ping abreast of trends	and practices and appropr	iately updating programs
			and the development of a c	
workforce:				
☐ Greatly Exceeds	☐ Exceeds	☐ Meets	☐ Does Not Fully	☐ Significantly Below
Requirements /	Requirements /	Requirements /	Meet Requirements /	Requirements /
Expectations	Expectations	Expectations	Expectations	Expectations
Comments:				
			g and sustaining an organ	
enlists others to provide mission accomplishmen		ssential to high perform	ance and providing meani	natul contributions to
I THISSIDII AGGANIIIINISHIIIME	4			
☐ Greatly Exceeds	☐ Exceeds	☐ Meets	☐ Does Not Fully Meet Requirements /	☐ Significantly Below
			☐ Does Not Fully Meet Requirements / Expectations	
☐ Greatly Exceeds Requirements /	☐ Exceeds Requirements /	☐ Meets Requirements /	Meet Requirements /	☐ Significantly Below Requirements /
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements /	☐ Meets Requirements /	Meet Requirements /	☐ Significantly Below Requirements /
☐ Greatly Exceeds Requirements / Expectations Comments:	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
☐ Greatly Exceeds Requirements / Expectations Comments: Flexibility = Involves m	□ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	Meet Requirements / Expectations under adversity, and recovered.	Significantly Below Requirements / Expectations
☐ Greatly Exceeds Requirements / Expectations Comments: Flexibility = Involves m	□ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	Meet Requirements / Expectations	Significantly Below Requirements / Expectations
Greatly Exceeds Requirements / Expectations Comments: Flexibility – Involves m backs if and when they	□ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	Meet Requirements / Expectations under adversity, and recovered.	Significantly Below Requirements / Expectations
☐ Greatly Exceeds Requirements / Expectations Comments: Flexibility — Involves m backs if and when they organization. ☐ Greatly Exceeds Requirements /	□ Exceeds Requirements / Expectations aintaining focus, intensit occur and demonstrating □ Exceeds Requirements /	☐ Meets Requirements / Expectations ty, and optimism, even g ability to be receptive ☐ Meets Requirements /	Meet Requirements / Expectations under adversity, and recover to adaptation in order to a Does Not Fully Meet Requirements /	Significantly Below Requirements / Expectations Vering quickly from set ensure success of the Significantly Below Requirements /
☐ Greatly Exceeds Requirements / Expectations Comments: Flexibility — Involves m backs if and when they organization. ☐ Greatly Exceeds	□ Exceeds Requirements / Expectations raintaining focus, intensit occur and demonstrating	☐ Meets Requirements / Expectations ty, and optimism, even g ability to be receptive	Meet Requirements / Expectations under adversity, and recover to adaptation in order to a	☐ Significantly Below Requirements / Expectations Vering quickly from set insure success of the ☐ Significantly Below
☐ Greatly Exceeds Requirements / Expectations Comments: Flexibility — Involves m backs if and when they organization. ☐ Greatly Exceeds Requirements /	□ Exceeds Requirements / Expectations aintaining focus, intensit occur and demonstrating □ Exceeds Requirements /	☐ Meets Requirements / Expectations ty, and optimism, even g ability to be receptive ☐ Meets Requirements /	Meet Requirements / Expectations under adversity, and recover to adaptation in order to a Does Not Fully Meet Requirements /	Significantly Below Requirements / Expectations /ering quickly from set insure success of the Significantly Below Requirements /
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Greatly Exceeds Requirements / Expectations Comments: Flexibility – Involves m backs if and when they organization: Greatly Exceeds Requirements / Expectations Comments: Judgment and Decision	□ Exceeds Requirements / Expectations aintaining focus, intensit occur and demonstrating □ Exceeds Requirements / Expectations	Meets Requirements / Expectations ty, and optimism, even ability to be receptive Meets Requirements / Expectations thievement of desired re-	Meet Requirements / Expectations under adversity, and record to adaptation in order to each of the description of the descript	Significantly Below Requirements / Expectations Vering quickly from set insure success of the Significantly Below Requirements / Expectations
Greatly Exceeds Requirements / Expectations Comments: Flexibility — Involves m backs if and when they organization. Greatly Exceeds Requirements / Expectations Comments: Judgment and Decisions Sound, fact-based, time	□ Exceeds Requirements / Expectations aintaining focus, intensit occur and demonstrating □ Exceeds Requirements / Expectations	Meets Requirements / Expectations ty, and optimism, even ability to be receptive Meets Requirements / Expectations thievement of desired re-	Meet Requirements / Expectations under adversity, and recover to adaptation in order to a Does Not Fully Meet Requirements / Expectations	Significantly Below Requirements / Expectations Vering quickly from set insure success of the Significantly Below Requirements / Expectations
Greatly Exceeds Requirements / Expectations Comments: Flexibility - Involves m backs if and when they organization. Greatly Exceeds Requirements / Expectations Comments: Judgment and Decision	□ Exceeds Requirements / Expectations aintaining focus, intensit occur and demonstrating □ Exceeds Requirements / Expectations	Meets Requirements / Expectations ty, and optimism, even ability to be receptive Meets Requirements / Expectations thievement of desired re-	Meet Requirements / Expectations under adversity, and record to adaptation in order to each of the description of the descript	Significantly Below Requirements / Expectations Vering quickly from set ensure success of the Significantly Below Requirements / Expectations

Expectations	Expectations	Expectations	Expectations	Expectations

Comments:

Section D: Job Specific Skills and Competencies

Please rate the degree to which the employee demonstrated skills and competencies throughout the year. Add up to 10 job specific competencies for the individual. Enter the appropriate rating to the left of each competency. Next, obtain a Factor Rating by adding the competency ratings and dividing that number by the number of competencies rated.

3 Meets Requirements /

2 Does Not Fully Meet

1 Significantly Below

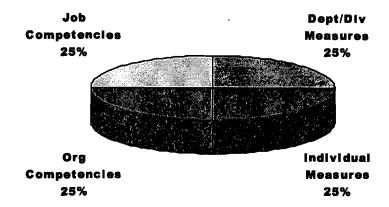
Use the following rating scale to rate each competency below:

4 Exceeds Requirements /

5 Greatly Exceeds

Expectations	Expectations	Expectations	Expectations	Expectation	16.7. 18.
Please insert up to	10 job specific (technica	al) competencies below	<i>'</i>		Rating (1 - 5)
	· · · · · · · · · · · · · · · · · · ·				
Comments					

Section E: Overall Evaluation



Please enter the scores from the sections above into the score sheet below.

Score Sheet (Example)
Use the following scale to rate each element within the table below.

5 Greatly Exceeds	4 Exceeds Requirements /	3 Meets 2 Does N	ot Fully Meet 1 S	Significantly Below
	Expectations	Requirements / Requirem		guirements /
Requirements /				
Expectations		Expectations Expectation		pectations
· · · · · · · · · · · · · · · · · · ·	THE TAX AND THE PARTY OF THE PA	The state of the s		AND THE PROPERTY OF THE PROPER

Ple	Slice	Rating	Average Rating	Score (Average Rating x Weight)	Score
Department/Division	Measure 1		Total ratings for all	Average Rating x	Score
Measures	Measure 2		measures/Number	25% = Score	
	Measure 3		of Measures =		
	Measure 4		Average Rating		
Individual Measures	Measure 1		Total ratings for all	Average Rating x	Score
	Measure 2		measures/Number	25% = Score	
	Measure 3		of Measures =		
	Measure 4		Average Rating		
Organizational Competencies	·	Total Rating for All Competencies/6 =	Average Rating x 25% = Score	Score	
Competencies	Communications		Average Rating	20% - 00010	,
	Accountability and				
	Excellence				
	Mission/Service				
	Orientation				
	Teamwork	_			
	Flexibility				
	Judgment and Decision Making				
Job Specific Skills	Skill/Competency 1		Total of Job	Average Rating x	Score
and Competencies	Skill/Competency 2		Specific Skills and	25% = Score	Score
and compotential			Competencies		
	Skill/Competency 3	_	Rating/Number of		
	Skill/Competency 4		Skills and		
	Skill/Competency 5		Competencies =		
	Skill/Competency 6		Average Rating		
	Skill/Competency 7	·			
	Skill/Competency 8				
	Skill/Competency 9				

	Skill/Competency 10		
Overall			Total

Section F: Development Plan

1. Development Goals 2. Action Plan	3. Results
	,
	·
	·
Signatures Indicate Completion of the Job Development Plan, Mid Year Review	Year Review and End of
Initial Plan:	
Supervisor/Manager's Signature	Date:
Fundamenta Ciamatuma	Data
Employee's Signature	Date:
Mid-Year Review:	
	- .
Supervisor/Manager's Signature	Date:
Employee's Signature	Date:
End of Year Review	
Supervisor/Manager Comments:	
Supervisor/Manager Signature:	Date:
Employee Comments (Optional):	
Employee Signature (denotes review of this document and does	Date:
not indicate agreement)	
Devience Simulation	Data
Reviewer Signature:	Date:

City of Alexandria Sample Performance Evaluation Form Employees (Level 3)

Employee Name	_Job Title
Definitions for Performance Ratings	
Please use the following definitions for sections A through	C.

Greatly Exceeds Requirements / Expectations: Performance/behavior consistently exceeds all or virtually all, job requirements/expectations. The employee consistently performs outstanding work, regularly above and beyond what is expected of employees in this job. Routinely models behavior consistent with the City's values and makes other outstanding leadership contributions. The quality of work from this person is better than most of his/her peers. This rating is to be used for only exemplary performance and behavior.

Exceeds Requirements / Expectations: Performance/behavior regularly exceeds job requirements / expectations. Is able to work with little direction and produces high quality work. Adds value to the organization. Makes his/her own decisions and is a self-starter.

Meets Requirements / Expectations: Performance / behavior meets the defined job requirements / expectations. The employee is performing the job at the level expected for employees in this position. Requires minimal direction and coaching. Consistently meets job requirements with few errors and minimal revision.

Does Not Fully Meet Requirements / Expectations: Performance / behavior does not fully meet the job regulations / expectations. Capable of producing work that is of reasonable quality, but often produces work which may not be up to standard. Does not use time or resources effectively.

Significantly Below Requirements / Expectations: Performance / behavior fails to meet the defined performance regulations / expectations. Deficiencies must be corrected and better performance achieved and maintained in the future. Requires significant amount of direction and coaching. The employee is not performing the job at expected level for employees in this position. The employee does not behave / conduct himself / herself consistent with the City's values.

Section A: Individual Performance Measures (use extra sheets as needed)

Please rate the degree to which the employee fulfilled the individual performance measures for the year.

	東京 (1000年) (1000年)	·		
Performance Measure	1:			
				•
Evaluative Comments	(Mid Year and End of Ye	 ar):		
	(inia 10ai ana Ena 01 10	u.,.		
End of Year Ratings:			- Adjuly men at 1 1 1	
☐ Greatly Exceeds	D Exceeds	S Meets	Does Not Fully	☐ Significantly
Requirements / Expectations	Requirements / Expectations	Requirements / Expectations	Meet Requirements / Expectations	Below Requirements
Performance Measure	2:	3	A control of the cont	
Evaluative Comments	(Mid Year and End of Ye	 ar):		
End of Year Ratings:		i and the second	5" H. A	
☐ Greatly Exceeds	☐ Exceeds	☑ Meets	☐ Does Not Fully	□Significantly
Requirements / Expectations	Requirements/ Expectations	Requirements / Expectations	Meet Requirements / Expectations	Below Requirements / Expectations
Performance Measure			The state of the s	
Evaluative Comments	(Mid Year and End of Ye	ar):		
	`	,		
End of Year Ratings:	A STATE OF THE STA	to the state of th		
☐ Greatly Exceeds	☐ Exceeds	☐ Meets	Does Not Fully	☐ Significantly
Requirements / Expectations	Requirements/ Expectations	Requirements / Expectations	Meet Requirements / Expectations	Below Requirements / Expectations
Performance Measure	4:	<u></u>		<u> </u>
Evaluative Comments	(Mid Year and End of Ye	ar):		
End of Year Ratings:		i de care. La care		and the
Greatly Exceeds	☐ Exceeds	Meets	☐ Does Not Fully Meet Requirements /	☐ Significantly Below Requirements:
Requirements / Expectations	Requirements/ Expectations	Requirements / Expectations	Expectations	/ Expectations

Section B: End of Year Evaluation of Demonstrating City of Alexandria Competencies

Please rate the degree to which the employee demonstrated the City of Alexandria competencies throughout the year.

Communication and In	terpersonal Skills – Involv	ves skills and hehavi	ore that facilitate an onen	evchange of ideas and	
fosters an atmosphere o			ors-trial racilitate air open	cxondinge of lagas and	
☐ Greatly exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does not fully meet Requirements / Expectations	☐ Significantly below Requirements / Expectations	
Comments:					
		_			
Teamwork – Involves co the organization.	ollaborating and cooperatin	g with others in orde	r to enhance the efficienc	y and effectiveness of	
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations	
Comments:		===			
	ellence – Involves keéping exceptional service to citiz		nd practices to build own	skills to achieve the	
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ MeetsRequirements /Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations	
Comments:					
	ation – Involves behaviors ing meaningful contribution			ential to high	
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations	
Comments:					
	aintaining focus, intensity, a occur and demonstrating al				
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations	
Comments:					
	n Making – Involves achie y decisions and the recogn				
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations	
Comments:					

Section C: Job Specific Skills and Competencies

Please rate the degree to which the employee demonstrated skills and competencies throughout the year. Add up to 10 job specific competencies for the individual. Enter the appropriate rating to the left of each competency. Next, obtain a Factor Rating by adding the competency ratings and dividing that number by the number of competencies rated.

2 Does Not Fully Meet

1 Significantly Below

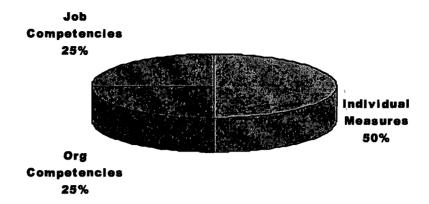
Use the following rating scale to rate each cornpetency below:

5 Greatly Exceeds

4 Exceeds Requirements / 3 Meets Requirements /

	Expectations Expectations Requirements / Requirements / Expectations Expect			
F		petencies below	pecific (technical)	Please insert up to 10 job -
		-		
	* The world I Park to the state of the sta		15-170.17 - Sin	
			. 1×19217	Comments

Section D: Overall Evaluation



Please enter the scores from the sections above into the score sheet below.

Score Sheet (Example)
Use the following scale to rate each element within the table below.

5 Greatly Exceeds	4 Exceeds Requirements / 3 Meets Expectations Requirements /	2 Does Not Fully Meet *Requirements /	1 Significantly Below Requirements/
Expectations	Expectations	Expectations	Expectations

Pie	Slice	Rating	Average Rating	Score (Average Rating x Weight)	Score
Individual Measures	Measure 1		Total ratings for all	Average Rating x	Score
	Measure 2		measures/Number	50% = Score	
	Measure 3		of Measures =		
	Measure 4		Average Rating		
Organizational Competencies	Interpersonal Skills		Total Rating for All Competencies/6 =	Average Rating x 25% = Score	Score
Competencies	Communications		Average Rating	2070 - 00010	
	Accountability and Excellence				
	Mission/Service Orientation				
	Teamwork				
	Flexibility				
	Judgment and Decision Making		-		
Job Specific Skills	Skill/Competency 1		Total of Job	Average Rating x 25% = Score	Score
and Competencies	Skill/Competency 2		Specific Skills and		
	Skill/Competency 3		Competencies		
	Skill/Competency 4		Rating/Number of Skills and		
	Skill/Competency 5		Competencies =		
	Skill/Competency 6		Average Rating		
	Skill/Competency 7		1		
	Skill/Competency 8]	,	
	Skill/Competency 9]		
	Skill/Competency 10				
Overall					Total

Section E: Development Plan

Signatures Indicate Completion of the Job Development Plan, Mid Year Review and End of Year Review Initial Plan: Supervisor/Manager's Signature Employee's Signature Date: Mid-Year Review: Supervisor/Manager's Signature Employee's Signature Date: Employee's Signature Date: Employee's Signature Date: Employee Signature: Date: Employee Comments (Optional): Employee Signature (denotes review of this document and does Date:	1. Development Goals 2. Action Plan	3. Results
Year Review Initial Plan: Supervisor/Manager's Signature		72.77.27.2
Year Review Initial Plan: Supervisor/Manager's Signature		
Year Review Initial Plan: Supervisor/Manager's Signature		
Year Review Initial Plan: Supervisor/Manager's Signature		
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Year Review Initial Plan: Supervisor/Manager's Signature		
Year Review Initial Plan: Supervisor/Manager's Signature		
Year Review Initial Plan: Supervisor/Manager's Signature		
Supervisor/Manager's Signature		Year Review and End of
Supervisor/Manager's Signature	Initial Plans	
Employee's Signature		Date:
Mid-Year Review: Supervisor/Manager's Signature	- Caponison managor o Orgnataro	
Supervisor/Manager's Signature	Employee's Signature	Date:
Supervisor/Manager's Signature	Mid-Year Review:	
Employee's Signature	ma roal Review.	
End of Year Review Supervisor/Manager Comments: Supervisor/Manager Signature: Employee Comments (Optional):	Supervisor/Manager's Signature	Date:
End of Year Review Supervisor/Manager Comments: Supervisor/Manager Signature: Employee Comments (Optional):	Franksyss's Signature	Data
Supervisor/Manager Comments: Supervisor/Manager Signature: Date: Employee Comments (Optional):	Employee's Signature	Date:
Supervisor/Manager Comments: Supervisor/Manager Signature: Date: Employee Comments (Optional):	End of Year Review	
Employee Comments (Optional):	Supervisor/Manager Comments:	
Employee Comments (Optional):		
Employee Comments (Optional):	Supervisor/Manager Signature:	Date:
	- Caporvisor/Managor Orginataro.	Date.
	Employee Comments (Ontional):	<u></u>
Employee Signature (denotes review of this document and does Date:	Employee Comments (Optional).	
Employee Signature (denotes review of this document and does Date:	Franksis Characters (danates and see 5th)	I Date:
not indicate agreement)		Date:
not maloute agreement/	not maioate agreement,	
Reviewer Signature: Date:	Reviewer Signature:	Date:

City of Alexandria Draft Performance Evaluation Form Leadership (Level 5)

Employee Name	_Job Title
Definitions for Performance Ratings	

Please use the following definitions for sections A through E.

Greatly Exceeds Requirements / Expectations: Performance/behavior consistently exceeds all or virtually all, job requirements/expectations. The employee consistently performs outstanding work, regularly above and beyond what is expected of employees in this job. Routinely models behavior consistent in the City's vision and values and makes other outstanding leadership contributions. The quality of work from this person is better than most of his/her peers. This rating is to be used for only exemplary performance and behavior.

Exceeds Requirements / Expectations: Performance/behavior regularly exceeds job requirements / expectations. Is able to work with little direction and produces high quality work. Adds value to the organization. Makes his/her own decisions and is a self-starter.

Meets Requirements / Expectations: Performance / behavior meets the defined job requirements / expectations. The employee is performing the job at the level expected for employees in this position. Requires minimal direction and coaching. Consistently meets job requirements with few errors and minimal revision.

Does Not Fully Meet Requirements / Expectations: Performance / behavior does not fully meet the job regulations / expectations. Capable of producing work that is of reasonable quality, but often produces work which may not be up to standard. Does not use time or resources effectively.

Significantly Below Requirements / Expectations: Performance / behavior fails to meet the defined performance regulations / expectations. Deficiencies must be corrected and better performance achieved and maintained in the future. Requires significant amount of direction and coaching. The employee is not performing the job at expected level for employees in this position. The employee does not behave / conduct himself / herself consistent with the City's vision and or values.

Section A: City-Wide Performance Measures

的 "我看到这样,这是是"你有这个人,我们就是一个

Please rate the degree to which the employee directly or indirectly contributed to the City-wide performance measures throughout the year.

A Part of				
Performance Measur	re 1:		And the second s	
End of Year Ratings:				
Greatly Exceeds Requirements / Expectations	Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
Performance Measur	re 2:			
End of Year Ratings:	FANCE	有基型 性 原型型		
Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
Performance Measur	re 3:			
End of Year Ratings:				
Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations

Section B: Departmental/Division/Program Area Performance Measures

Please rate the degree to which the employee directly or indirectly contributed to the Departmental, Division, or Program Area performance measures throughout the year.

Performance Measur	e 1:			
End of Year Ratings:		1 47		
Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
Performance Measur	re 2:	_		
End of Year Ratings:				
Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
Performance Measur	те 3:			
End of Year Ratings:			The second of th	
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations

Section C: Individual Performance Measures (use extra sheets as needed)

Please rate the degree to which the employee fulfilled the individual performance measures for the year.

	The second second			
Performance Measure	1 :			
Evaluative Comments	(Mid Year and End of	Year):		
End of Year Ratings:	学 自己的意思是			
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Performance Measure	2 :	THE RESIDENCE OF THE PARTY OF T		Secretary and the secretary secretar
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Performance Measure	e 3:			
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End of Year Ratings:				
☐ Greatly Exceeds	☐ Exceeds	☐ Meets	☐ Does Not Fully	☐ Significantly Below Requirements
Requirements / Expectations	Requirements / Expectations	Requirements / Expectations	Meet Requirements / Expectations	/ Expectations

Section D: End of Year Evaluation of Demonstrating City of Alexandria Competencies

Please rate the degree to which the employee demonstrated the City of Alexandria competencies throughout the year.

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	terpersonal Skills – Skills vell as internal and externa			
	and gaining the confidence			
	solution; Listening, present			ing others and gamening
	☐ Exceeds	☐ Meets	☐ Does not fully meet	☐ Significantly below
☐ Greatly exceeds Requirements /	Requirements /	Requirements /	Requirements /	☐ Significantly below Requirements /
Expectations	Expectations	Expectations	Expectations	Expectations
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	nd effectiveness of the org			
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Expectations	Expectations	Expectations	Expectations	Expectations
Comments:				
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to achieve the City's mis	sion to deliver exceptional	service to citizens a	nd the development of a c	apable and credentialed
workforce:	The Court of the C		· 经基础国际经验。175年的人们	10000000000000000000000000000000000000
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Mission/Service Orient	ation — Involves behavio			
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Comments:

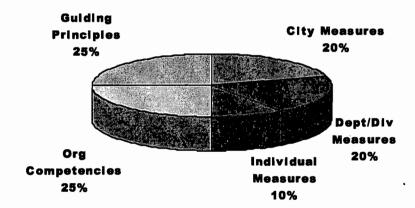
Section E: End of Year Evaluation of Demonstrating City of Alexandria Guiding Principles

Please rate the degree to which the employee demonstrated the City of Alexandria Guiding Principles throughout the year.

ETHICAL BEHAVIOR Acts ethically by putting to integrity.	the public interest first, com	nmunicating openly a	and consistently demonstr	ating professional
☐ Greatly exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does not fully meet Requirements / Expectations	☐ Significantly below Requirements / Expectations
INNOVATION Demonstrates creativity,	and well-considered risk-ta	aking as means to ac	chieve organizational succ	ess.
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
	ge and energy to step outs reating new realities and mode barriers.			
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
PROFESSIONALISM Acts capably, and as a li	felong learner, models the	competencies assoc	siated with our field, specia	alty or area of expertise.
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
RESPECT Eschews drama by exhib	biting civility, empathy and	restraint.		
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
RESPONSIBILITY Is accountable, takes ow	mership, and is receptive to	o feedback, whether	favorable or unfavorable.	
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations
TEAMWORK Works cooperatively in a	collegial and supportive m	nanner to meet comm	non goals.	
☐ Greatly Exceeds Requirements / Expectations	☐ Exceeds Requirements / Expectations	☐ Meets Requirements / Expectations	☐ Does Not Fully Meet Requirements / Expectations	☐ Significantly Below Requirements / Expectations

Comments:

Section F: Overall Evaluation



Please enter the scores from the sections above into the score sheet below.

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Score Sheet (Example)

Use the following scale to rate each element within the table below.

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Pie Slice		Rating	Average Rating	Score (Average Rating x Weight)	Score
City-wide Measures	Measure 1 Measure 2 Measure 3		Total ratings for all measures/Number of Measures = Average Rating	Average Rating x 20% = Score	Score
Department/Division Measures	Measure 1 Measure 2 Measure 3		Total ratings for all measures/Number of Measures = Average Rating	Average Rating x 20% = Score	Score
Individual Measures	Measure 1 Measure 2 Measure 3		Total ratings for all measures/Number of Measures = Average Rating	Average Rating x 10% = Score	Score
Organizational Competencies	Interpersonal Skills Communications Accountability and Excellence Mission/Service Orientation Teamwork Flexibility Judgment and Decision Making		Total Rating for All Competencies/6 = Average Rating	Average Rating x 25% = Score	Score
Guiding Principles	Ethical Behavior Innovation Leadership Professionalism Respect Responsibility Teamwork		Total of Job Specific Skills and Competencies Rating/Number of Skills and Competencies = Average Rating	Average Rating x 25% = Score	Score

Overall		Total
	Skill/Competency 10	·
	Skill/Competency 9	
	Skill/Competency 8	

Section F: Development Plan

1. Development Goals 2. Action Plan	3. Results
	
Signatures Indicate Completion of the Job Development Plan, Mid Year Review	I Year Review and End of
Initial Plan:	
Supervisor/Manager's Signature	Date:
- Superviser/Mariager & Signature	
Employee's Signature	Date:
MILLY CO. Decisions	
Mid-Year Review:	
Supervisor/Manager's Signature	Date:
Employee's Signature	Date:
End of Year Review	A Bridge and Control of the Control
Supervisor/Manager Comments:	型的特种的 18 00 的复数 4 00 00 00 00 00 00 00 00 00 00 00 00 0
Supervisor/Manager Comments.	
Supervisor/Manager Signature:	Date:
Employee Comments (Optional):	
Employee Signature (denotes review of this document and does	Date:
not indicate agreement)	
Reviewer Signature:	Date: