



City of Klamath Falls Employee Annual Goal Development And Performance Management Form

Employee Name: Period Covered: January 2012 to June 2013

Evaluator: Date of Evaluation:

Department: Position:

City Strategic Goals with current annual deliverables: (this section is completed by HR and is the same for all Employees)

1. **Improve the use of information technology to increase customer service:**
 - a) Accept on-line payment for all departments.
 - b) Allow submittal of permits on-line.
 - c) Determine feasibility of implementing e-ticketing for Police.
 - d) On-line Parks Reservation System

2. **Establish the Airport as a self-supportive enterprise:**
 - a) Continue City/Community public participation process for Airport;
 - b) Increase visible dialogue on Airport future;
 - c) Develop support within community, Management Team and Council for planned reform in the 4 areas recommended to City Council.

3. **Stabilize Street Division Funding:**
Establish a plan for future Streets Organization and Funding.

4. **Support the development and use of alternative energy resources (including P4 outcomes):**
 - a) Establish realistic Pilot Projects including the necessary grant funding;
 - b) Drive an increased awareness of Klamath Falls as a center for Alternative Energy (Branding & Awareness locally and regionally);
 - c) Implement Solar at Ella Redkey Pool.

5. **Establish a shared vision for Future City Government:**
Begin the conversation with the new City Manager on an effective future organization structure.

6. **Broadband availability becomes a strategic advantage:**
Characterization of the need and available resources.

7. **City Government aggressively supports Economic Development:**
Develop a comprehensive package for evaluation of economic opportunities.



Department/Division Goals: (This section is completed to reflect the Department or Division goals, each Director will complete it with input from staff and the City Manager. It will contain no more than 5 key goals at least one must tie to the City's Strategic Goals)

Individual Goals: (This section is a collaborative effort with the Employee and the Manager. It will contain no more than 5 key goals at least one must tie to the Department Goals)



This space is for the Evaluator to document the dates of periodic performance discussions, progress to date towards employee goals, and any changes that are agreed by the Manager and the Employee to expected annual results: (Recommend a quarterly discussion at a minimum)



Rating Categories for Knowledge, skills, and abilities: Exceeds Job Expectations – Performance is consistently exceeds Job Expectations. Successful – Performance consistently meets position requirements. Needs Improvement – Performance fails to meet position requirements, employee lacks skills required or fails to utilize necessary skills. N/A – New or Not Applicable – Employee has not been in position long enough to have demonstrated the essential elements or they are not a part of employee’s responsibility.	Needs Improvement	Successful	Exceeds Job Expectations	N/A
1. Skill and proficiency in carrying out assignments Brief explanation: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Skill in planning, organizing and prioritizing workload (For self and direct reports, if applicable) Brief explanation: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment Brief explanation: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner (<i>Integrity</i>) Brief explanation: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Communicates effectively with supervisor, peers, and customers (<i>Communication</i>) Brief explanation: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ability to work independently Brief explanation: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to work cooperatively with supervision or as part of a team (<i>Teamwork</i>) Brief explanation: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Willingness to take on additional responsibilities Brief explanation: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Models rCity values in daily activities (respect, communication, integrity, teamwork, family); Represents the City with pride, having a passion for the community and displaying a professional presence at all times Brief explanation: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Additional performance competencies for employees with supervisory responsibilities. This section is intended to be a self-evaluation completed by the Employee with comments from the Evaluator.	Needs Improvement	Successful	Exceeds Job Expectations	N/A
<p>1. Communicates both the strategic and/or the operational objectives with clarity; aligns resources so both can be accomplished</p> <p>Self evaluation: <input type="text"/></p> <p>Evaluator Comments: <input type="text"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Identifies performance expectations, give timely feedback and conducts formal performance appraisals</p> <p>Self evaluation: <input type="text"/></p> <p>Evaluator Comments: <input type="text"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development (<i>Respect & Family</i>)</p> <p>Self evaluation: <input type="text"/></p> <p>Evaluator Comments: <input type="text"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Delegates responsibility where appropriate, based on the employee's ability and potential</p> <p>Self Evaluation: <input type="text"/></p> <p>Evaluator Comments: <input type="text"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Acts as an effective coach, ensuring employees maintain expected performance levels within City Policies</p> <p>Self Evaluation: <input type="text"/></p> <p>Evaluator Comments: <input type="text"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Communicates, practices, trains employees and enforces City safety procedures</p> <p>Self Evaluation: <input type="text"/></p> <p>Evaluator Comments: <input type="text"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Summary of Annual Performance: (including achievement of goals & ratings of knowledge, skills, & abilities)



Overall Rating:

Needs Improvement *
(*attach Work Improvement Plan)

Successful

Exceeds Job Expectations

Employee Comments: (optional)

I have participated in a discussion relative to my job performance and discussed my current job description with my Supervisor.

Employee Signature

Date

Evaluator Signature

Date

Division/Department Head or City Manager Signature

Date

