



**CHIEF ADMINISTRATIVE OFFICER PERFORMANCE EVALUATION**

**Review Information**

Your Name: **Colleen Hannigan**  
 Date:  Review Period:

**Guidelines**

**Key to Ratings:**

<b>O</b>	<b>OUTSTANDING</b> – individual performs all tasks in an exceptional manner. Requires little or no supervision.
<b>E</b>	<b>EXCELLENT</b> – individual performs many tasks well, and all other tasks satisfactorily. Requires little or no supervision
<b>G</b>	<b>GOOD</b> – individual performs all tasks satisfactorily. Requires normal supervision
<b>F</b>	<b>FAIR</b> – individual performs most tasks satisfactorily, but not all. Requires more than normal supervision
<b>U</b>	<b>UNSATISFACTORY</b> – individual fails to perform many tasks well. Requires close and constant supervision

Repeat the review annually and compare your yearly scores.

**Job Knowledge**  
 The CAO possesses a clear understanding of the responsibilities and tasks she must perform as Chief Administrative Officer, Corporate Officer, and Approving Officer as mandated by statute and District of Barriere Bylaw.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	<input type="text"/>

**COMMENTS**

**Managerial Skills**  
 The CAO is able to effectively direct the operations and staff of the municipality, uses a planned realistic approach to work, anticipates major external events (e.g. economic/political changes) within the work plan; sets meaningful priorities; anticipates potential problems.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	<input type="text"/>

**COMMENTS**

## Departmental Structure

The CAO demonstrates an ability to evaluate the functioning of the various District departments, assess their needs, and develop an effective framework to carry out required objectives.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	

### COMMENTS

## Job Productivity

The CAO demonstrates the ability and commitment to reasonably achieve results in overall management of operations of the municipality; ensure the policies, programs, and other directions of Council are implemented; and in informing and advising Council on the operation and affairs of the District of Barriere.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	

### COMMENTS

## Problem Solving

The CAO demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace; demonstrates an ability to think through a problem and reach sound conclusions; is willing to take calculated risks or initiate actions to capitalize on business opportunities; makes decisions in a timely manner; takes corrective action when and where necessary to achieve results; manages change effectively.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	

### COMMENTS

## Leadership and Supervisory Skills

The CAO has demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility; arranges, coordinates and reviews work of others, so they can perform it effectively; guides and stimulates others towards the accomplishments of business goals; maintains high standards of performance for subordinates; provides consistent on-going feedback and coaching to subordinates; develops subordinates for future promotions; handles power and influence in an effective and responsible manner.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	

COMMENTS

## Administrative Skills

The CAO effectively utilizes the organization's established procedures regarding record control, documentation of employee performance and the compilation and preparation of all required logs and reports which comprise the organization's key information base; expresses herself effectively in: individual situations, group situations, and written and verbal presentations.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	

COMMENTS

## Time Management

Except in situations where outside time-lines are beyond her control, the CAO has demonstrated an ability to consistently meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace; takes corrective action when and where necessary to achieve results.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	

COMMENTS

## Cooperation

The CAO demonstrates a willingness to work effectively with Council, other levels of government, associates, subordinates, volunteers and the community at large. Responds willingly to changes in procedure, process, responsibility and assignment.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	

COMMENTS

### Initiative

The CAO demonstrates an ability to think and act independently. Originates innovative ideas and methods to improve the overall quality and efficiency of her job assignments; works well without supervision; works effectively under pressure; shows a high level of initiative in job performance; recovers well from negative experiences; takes charge of situations and makes things happen with a sense of urgency, generates new ideas in the performance of the job; seeks opportunities for cost-savings.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	

COMMENTS

### Work Environment and Safety

The CAO maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	

COMMENTS

### Accomplishments

List major job related achievements since last evaluation.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	

COMMENTS

### Overall Performance

Overall appraisal of the CAO's job performance.

Overall	O	E	G	F	U	Total
	100 90	85 80 75	65 60 55	30 20 10	0	

COMMENTS

### Action Plan

The following Action Plan describes the employee's specific strengths and weaknesses, and addresses what can be done to improve their position toward continued growth.

**Suggested areas requiring improvement are:**

**These areas for improvement can be strengthened by:**

**Major strong points are:**

These strong points can be more effectively utilized by:

[Redacted]

**Needs Improving/Changing from CAO's perspective**

[Redacted]

**Conclusion**

**Council Resolution:**

<b>Reviewing Committee</b>	<b>All of Council</b>
<b>Date</b>	[Redacted]
<b>Approved By Council</b>	That Council approve the above summary evaluation of the Chief Administrative Office (CAO) and make the following recommendations: [Redacted]
<b>Employee Signature</b>	Original signed
<b>Mayor's Signature</b>	Original Signed