

9.	Written correspondence is clear, concise and provides accurate representation of Town policy					
10.	Creates a positive work atmosphere for all personnel, focusing on efficiency, productivity, and adherence to Town policy and state law					
11.	Demonstrates leadership and initiative, motivating others to attain maximum performance					
12.	Delegates responsibility as appropriate, while handling job details efficiently and using time productively, as evidenced by the orderly and systematic operation of Town business					
13.	Motivates others to attain maximum performance. Recognizes good performance and manages poor or marginal performance					
14.	Evaluates performance of personnel, giving commendation for good work, as well as constructive suggestions for improvement					
15.	Management, execution and completion of projects in accordance with priorities established by Town Board and Manager.					

II. External Relationship with the public and officials of local, county, state and federal governments

1.	Develops and sustains successful interpersonal relations with the public and with local, county, state and federal officials					
2.	Fosters productive relationships with the media, conveying accurate and appropriate information as needed					
3.	Earns respect and standing among citizens, Town Board, local/state/federal agencies and professional colleagues					
4.	Interacts with external contacts (citizens, state/local/federal agencies, etc.) so as to inspire confidence in the effective operations of Town					

III. Personal Characteristics.

1.	Contacts with the staff and the public are professional, polite and informative					
2.	Exercises good judgment in decisions					
3.	Demonstrates unbiased conduct and takes rational and objective viewpoints based on facts and qualified opinions.					
4.	Reaches timely decisions and initiates appropriate actions					
5.	Demonstrates professionalism in all activities					
6.	Devotes time and energy effectively to the job					

7.	Demonstrates originality and creativity in approaching challenges and solving problems.					
8.	Able to visualize the impact and implications of various approaches to problems and alternate solutions					
9.	Maintains high standards of ethics, honesty and integrity in personal and professional matters					

Strengths:

Weaknesses:

Performance Scores

I. Administration _____

II. External Relationships _____

III. Personal Characteristics _____

Date evaluation was reviewed with the Manager _____

Manager may attach pages to respond if desired. Initial here if a response is attached. _____
Date

Manager signature/date _____

Mayor signature/date _____

Commissioner Signatures/date _____
