

Personnel Department
 City of Bisbee
 1415 Melody Lane, Bldg G
 Bisbee, Arizona 85603
 (520) 432-6271

Employee Performance Evaluation

Employee Name: <i>Theresa Coleman</i>	Date: <i>15 July 2020</i>
Position: <i>City Manager</i>	Evaluation Period: From: _____ To: _____
Department: <i>CoB</i>	Evaluation Type: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> 6 Month

Ratings & Definitions

5 – Exceptional – performance is consistently superior and significantly exceeds position requirements, objective and expectations. Recognized by peers/customers as a role model, positive example and/or mentor.

4 - Exceeds Expectations – performance consistently meets and frequently exceeds position requirements, objectives and expectations.

3 – Meets Expectations – performance consistently meets position requirements, objectives and expectations.

2 – Needs Improvement – performance frequently does not meet position requirements, objectives and expectations.

1 – Unsatisfactory – performance consistently and frequently does not meet position requirements, objectives and expectations.

Areas of Evaluation	
All Employees	Supervisors and Managers Only
Quality of Work	Employee Performance Management
Job and/or Technical Knowledge	Leadership
Quantity of Work	Additional Factors
Customer Focus	
Integrity and Personal Responsibility	
Relationships with Others	
Safety	

Employee Performance Evaluation

Quality of Work – performs quality work, routine duties, and special assignments with minimum supervision. All paperwork is completed in a timely and accurate manner. Demonstrates accuracy, thoroughness, and orderliness in performing assignments.

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments: *Well prepared for Council meetings, knowledgeable on each agenda item. Very good at answering member questions. If she can't answer, follows up at a later date with the requested information.*

Job and/or Technical Knowledge – understands the concepts, techniques and requirements of the job. Is technically proficient in all aspects required of the job. Regularly keeps up to date on key developments, changes, and trends within the field of work. Shares knowledge with others. Understands and follows City policies.

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments: *Technical knowledge of the job has been on continuous display at council meetings during this performance period.*

Quantity of Work – Produces an amount of work consistent with the standards and expectations of the City. Attempts to improve productivity and efficiency by finding new and better ways to do the job.

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments: *Knowledge of quantitative output is anecdotal.*

Employee Performance Evaluation

Customer Focus – Treats internal and external customers with respect. Listens, understands and strives to meet or exceed customer expectations. Promptly responds to customer concerns and inquiries. Solicits customer feedback in an effort to improve service.

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments:

Personal experience with this CM has shown her to be open with information, considerate of differing opinions, respectful in her discourse, and willing to consider new information.

Integrity and Personal Responsibility – Treats all with dignity and respect. Encourages open, honest communication. Is guided by what is ethical and right and fulfills our commitment as responsible public servants. Exhibits high standards of honesty and fairness. Fully accepts responsibility.

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments:

I have always felt comfortable sharing information with this CM. Highest regard for her honesty and integrity.

Relationships with Others – Demonstrates collaboration through mutual reliability, openness, and flexibility. Effective member of the team. Gets along with others. Offers and accepts constructive feedback. Behaves professionally and exhibits a positive work attitude. Values other viewpoints.

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments:

I have always maintained a professional relationship with this CM, even at times when we disagreed on an issue. Two way communication her personal strength.

Employee Performance Evaluation

Safety – Adheres to all City safety policies, legal regulations, and best practices. Remains aware of and reports potential safety hazards. Complies with all safety recommendations, postings, and requirements. Wears personal protective equipment as suggested or required.

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments:

She should be wearing a mask @ Council meetings, as should her staff.

Overall Summary Rating

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments:

Leadership needed in addressing COVID-19 requirements.

As a council member, I am not willing to micromanage this CM's goal setting efforts.

Employee Performance Evaluation

Supervisor Comments
Employee Comments
Performance Goals
Goal:
Goal:
Goal:

I have reviewed this evaluation and discussed the contents with my supervisor. My signature indicates that I have been advised of my performance and does not necessarily imply that I agree with the contents of this evaluation. My comments are noted above.

An employee may request a review of their performance rating by the Personnel Director. Within fifteen days, the employee must submit a request in writing and provide details on why the employee disagrees with the review.

- I request this performance evaluation be reconsidered by the Personnel Director; this review may be in coordination with the City Manager.

Employee Signature

Date

Evaluating Supervisor Signature

Date



15 July 2020

Louis Pawlik

Employee Performance Evaluation

Supervisors and Managers Only

Employee Performance Management – monitors and manages employee performance through constructive feedback, and performance evaluations. Properly utilizes Personnel Rules and Regulations in performance management, and disciplinary issues. Creates paths to success for employees through mentorship, and guidance.

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments:

No first hand knowledge in this category.

Leadership – serves as a positive role model for employees. Directs department or division towards fulfillment of City goals. Monitors morale, creates a positive work environment and fosters teamwork.

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments:

Feedback from staff indicates personal strength in this category.

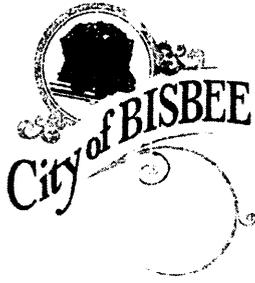
Employee Performance Evaluation

Performance Goal	
Define Goals using the SMART criteria: Specific – Measurable – Attainable – Agreed Upon – Realistic – Time Oriented	
Goal:	
Mid-Year Comments:	
Year-End Comments:	
Outcome:	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Comments:	

Supervisor

Date

Employee
Date



Personnel Department
 City of Bisbee
 1415 Melody Lane, Bldg G
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 (520) 432-6271

Employee Performance Evaluation

Employee Name: Theresa Coleman	Date: 07/14/2020
Position: City Manager	Evaluation Period: From: 07/29/2019 To: 07/29/2020
Department:	Evaluation Type: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> 6 Month

Ratings & Definitions

5 – Exceptional – performance is consistently superior and significantly exceeds position requirements, objective and expectations. Recognized by peers/customers as a role model, positive example and/or mentor.

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Areas of Evaluation	
All Employees	Supervisors and Managers Only
Quality of Work	Employee Performance Management
Job and/or Technical Knowledge	Leadership
Quantity of Work	
Customer Focus	Additional Factors
Integrity and Personal Responsibility	
Relationships with Others	
Safety	

Employee Performance Evaluation

Quality of Work – performs quality work, routine duties, and special assignments with minimum supervision. All paperwork is completed in a timely and accurate manner. Demonstrates accuracy, thoroughness, and orderliness in performing assignments.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments:

Job and/or Technical Knowledge – understands the concepts, techniques and requirements of the job. Is technically proficient in all aspects required of the job. Regularly keeps up to date on key developments, changes, and trends within the field of work. Shares knowledge with others. Understands and follows City policies.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments:

Quantity of Work – Produces an amount of work consistent with the standards and expectations of the City. Attempts to improve productivity and efficiency by finding new and better ways to do the job.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments:

Employee Performance Evaluation

Customer Focus – Treats internal and external customers with respect. Listens, understands and strives to meet or exceed customer expectations. Promptly responds to customer concerns and inquiries. Solicits customer feedback in an effort to improve service.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments:

Failure to meet with Animal Shelter

Integrity and Personal Responsibility – Treats all with dignity and respect. Encourages open, honest communication. Is guided by what is ethical and right and fulfills our commitment as responsible public servants. Exhibits high standards of honesty and fairness. Fully accepts responsibility.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments:

Relationships with Others – Demonstrates collaboration through mutual reliability, openness, and flexibility. Effective member of the team. Gets along with others. Offers and accepts constructive feedback. Behaves professionally and exhibits a positive work attitude. Values other viewpoints.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments:

Employee Performance Evaluation

Safety – Adheres to all City safety policies, legal regulations, and best practices. Remains aware of and reports potential safety hazards. Complies with all safety recommendations, postings, and requirements. Wears personal protective equipment as suggested or required.

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments:

Overall Summary Rating

- 5 - Exceptional 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unsatisfactory

Comments:

Although, the investigation of the ACO and the responding police officers is not part of her job she could have done a better job of keeping the council informed and explaining where we are at.

At times instead of answering a question she deflects the question I.E. Recent e-mail from a constituent about recycling and the increased fees. Also was not able to answer a reporter's questions about police officers involved in the ACO incident.

Employee Performance Evaluation

Supervisors and Managers Only

Employee Performance Management – monitors and manages employee performance through constructive feedback, and performance evaluations. Properly utilizes Personnel Rules and Regulations in performance management, and disciplinary issues. Creates paths to success for employees through mentorship, and guidance.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments:

Leadership – serves as a positive role model for employees. Directs department or division towards fulfillment of City goals. Monitors morale, creates a positive work environment and fosters teamwork.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments:

Employee Performance Evaluation

Supervisor Comments	
Employee Comments	
Performance Goals	
Goal:	
Goal:	
Goal:	

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- I request this performance evaluation be reconsidered by the Personnel Director; this review may be in coordination with the City Manager.

Employee Signature

Date

Bill Higgins

Evaluating Supervisor Signature

7-14-20

Date

Employee Performance Evaluation

Performance Goal	
Define Goals using the SMART criteria: Specific – Measurable – Attainable – Agreed Upon – Realistic – Time Oriented	
Goal:	
Mid-Year Comments:	
Year-End Comments:	
Outcome: Comments:	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

Supervisor

Date

Employee
Date



Personnel Department
 City of Bisbee
 1415 Melody Lane, Bldg G
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 (520) 432-6271

Employee Performance Evaluation

Employee Name: Theresa Coleman	Date:7/29/20
Position: City Manager	Evaluation Period: From: 7-19 To: 7-20
Department: Administration	Evaluation Type: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> 6 Month

Ratings & Definitions

5 – Exceptional – performance is consistently superior and significantly exceeds position requirements, objective and expectations. Recognized by peers/customers as a role model, positive example and/or mentor.

4 - Exceeds Expectations –performance consistently meets and frequently exceeds position requirements, objectives and expectations.

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Areas of Evaluation	
All Employees	Supervisors and Managers Only
Quality of Work	Employee Performance Management
Job and/or Technical Knowledge	Leadership
Quantity of Work	Additional Factors
Customer Focus	
Integrity and Personal Responsibility	
Relationships with Others	
Safety	

Employee Performance Evaluation

Quality of Work – performs quality work, routine duties, and special assignments with minimum supervision. All paperwork is completed in a timely and accurate manner. Demonstrates accuracy, thoroughness, and orderliness in performing assignments.

- X 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: Her organizational skills are exceptional

Job and/or Technical Knowledge – understands the concepts, techniques and requirements of the job. Is technically proficient in all aspects required of the job. Regularly keeps up to date on key developments, changes, and trends within the field of work. Shares knowledge with others. Understands and follows City policies.

- 5 - Exceptional X 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments:

Quantity of Work – Produces an amount of work consistent with the standards and expectations of the City. Attempts to improve productivity and efficiency by finding new and better ways to do the job.

- X 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: She provides exceptional insight with alternate solutions to contemporary problems.

Employee Performance Evaluation

Customer Focus – Treats internal and external customers with respect. Listens, understands and strives to meet or exceed customer expectations. Promptly responds to customer concerns and inquiries. Solicits customer feedback in an effort to improve service.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: She meets publicly with our citizens to provide direct answers to their questions and complaints

Integrity and Personal Responsibility – Treats all with dignity and respect. Encourages open, honest communication. Is guided by what is ethical and right and fulfills our commitment as responsible public servants. Exhibits high standards of honesty and fairness. Fully accepts responsibility.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: The fact that Bisbee has a city manager that owns her decisions, both popular and not, is new and a great booster of employee morale.

Relationships with Others – Demonstrates collaboration through mutual reliability, openness, and flexibility. Effective member of the team. Gets along with others. Offers and accepts constructive feedback. Behaves professionally and exhibits a positive work attitude. Values other viewpoints.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: She learned rather quickly that issues that arose had a history and now seeks background information before deciding.

Employee Performance Evaluation

Safety – Adheres to all City safety policies, legal regulations, and best practices. Remains aware of and reports potential safety hazards. Complies with all safety recommendations, postings, and requirements. Wears personal protective equipment as suggested or required.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments:

Overall Summary Rating

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments:

Theresa Coleman is a quick study on Bisbee issues and personalities. She brings the advantage of various outside sources of knowledge and experience in addressing issues that are not unique to our city. She understands her job description and responsibilities and does an exceptional job in fulfilling both.

Employee Performance Evaluation

Supervisors and Managers Only

Employee Performance Management – monitors and manages employee performance through constructive feedback, and performance evaluations. Properly utilizes Personnel Rules and Regulations in performance management, and disciplinary issues. Creates paths to success for employees through mentorship, and guidance.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: She provides a fair and consistent management style when dealing with employee issues.

Leadership – serves as a positive role model for employees. Directs department or division towards fulfillment of City goals. Monitors morale, creates a positive work environment and fosters teamwork.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: She truly leads by example, resulting in a positive turn in employee morale over the last 12 months.

Employee Performance Evaluation

Supervisor Comments
Great job Theresa, thank you.
Employee Comments
Performance Goals
Goal: Continue your outreach programs with our residents.
Goal: Consider expanding wording on some answered emails, thus alleviating complaints of perceived rudeness. Your "no nonsense" approach in answering is appropriate but invites further discussion, particularly when your answer is not the one wanted.
Goal: Continue your visual presence throughout the city with particular emphasis on the business community.

I have reviewed this evaluation and discussed the contents with my supervisor. My signature indicates that I have been advised of my performance and does not necessarily imply that I agree with the contents of this evaluation. My comments are noted above.

An employee may request a review of their performance rating by the Personnel Director. Within fifteen days, the employee must submit a request in writing and provide details on why the employee disagrees with the review.

- I request this performance evaluation be reconsidered by the Personnel Director; this review may be in coordination with the City Manager.

Employee Signature

Date

Employee Performance Evaluation

Evaluating Supervisor Signature **David M. Smith**

Date **7-29-20**

Performance Goal

Define Goals using the SMART criteria:
Specific – Measurable – Attainable – Agreed Upon – Realistic – Time Oriented

Goal:

Mid-Year Comments:

Year-End Comments:

Outcome:

Met

Not Met

Comments:

Supervisor

Date

Employee

Date

Employee Performance Evaluation



Personnel Department
City of Bisbee
 1415 Melody Lane, Bldg G
 Bisbee, Arizona 85603
 (520) 432-6271

Employee Performance Evaluation

Employee Name: Theresa Coleman	Date: July 29, 2020
Position: City Manager	Evaluation Period: From: July 29, 2019 To: July 29, 2020
Department:	Evaluation Type: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> 6 Month

Ratings & Definitions

5 – Exceptional – performance is consistently superior and significantly exceeds position requirements, objective and expectations. Recognized by peers/customers as a role model, positive example and/or mentor.

4 - Exceeds Expectations –performance consistently meets and frequently exceeds position requirements, objectives and expectations.

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2 – Needs Improvement – performance frequently does not meet position requirements, objectives and expectations.

1 – Unsatisfactory – performance consistently and frequently does not meet position requirements, objectives and expectations.

Areas of Evaluation	
All Employees Quality of Work Job and/or Technical Knowledge Quantity of Work Customer Focus Integrity and Personal Responsibility Relationships with Others Safety	Supervisors and Managers Only Employee Performance Management Leadership Additional Factors

Employee Performance Evaluation

Quality of Work – performs quality work, routine duties, and special assignments with minimum supervision. All paperwork is completed in a timely and accurate manner. Demonstrates accuracy, thoroughness, and orderliness in performing assignments.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: Ms. Coleman is a self-starter. Theresa needs minimum supervision in performing her duties. Her written output is thoroughly researched and if a mistake is made Theresa takes responsibility and corrects it. I do think some of the items that are brought to the Council need a little more explanation or backup information. For instance, in updating the fees schedule, more information on the reason should be in the package i.e. recycling is losing over \$200K a year and needs to have a significant hike. With Bisbee you must hand feed the folks. I think this will also take the heat off-of you.

Job and/or Technical Knowledge – understands the concepts, techniques and requirements of the job. Is technically proficient in all aspects required of the job. Regularly keeps up to date on key developments, changes, and trends within the field of work. Shares knowledge with others. Understands and follows City policies.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: Extremely knowledgeable and on top of the issues. Creatively looks at situations and knows what can and can not be done. Acquiring foreclosed and abandoned for the City of Bisbee to fix up in partnership with Step up Bisbee/Naco was inventive and successful. The city has been looking at doing this for at least 4 years and Theresa did it in the first year of her being hired.

Quantity of Work – Produces an amount of work consistent with the standards and expectations of the City. Attempts to improve productivity and efficiency by finding new and better ways to do the job.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: Being a CM is hard enough in ordinary times, but during a pandemic it is extremely difficult. People are frustrated and want someone to blame. Decisions Theresa has had to make are the hard ones and needed with the loss of revenue. They are the right decisions, unfortunately they have not been well received by several groups who feel they are being punished.

Employee Performance Evaluation

Customer Focus – Treats internal and external customers with respect. Listens, understands and strives to meet or exceed customer expectations. Promptly responds to customer concerns and inquiries. Solicits customer feedback in an effort to improve service.

- 5 - Exceptional X 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: Before the pandemic Ms. Coleman was seen out and about in the community. She also had a biweekly presence at the library to meet with people on issues which had to stop with pandemic. A virtual meeting is now done every Thursday

Integrity and Personal Responsibility – Treats all with dignity and respect. Encourages open, honest communication. Is guided by what is ethical and right and fulfills our commitment as responsible public servants. Exhibits high standards of honesty and fairness. Fully accepts responsibility.

- 5 - Exceptional X 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: Some individuals have complained about Ms. Coleman being rude. However, I feel that being professional can be construed as rudeness, especially by people who are not getting the answer they want or are being obnoxious. She looks after her staff and treats them with dignity and ensures they get what is needed. For instance, getting the A/C fix on a priority. Ms. Coleman's integrity and personal responsibility are above reproach.

Relationships with Others – Demonstrates collaboration through mutual reliability, openness, and flexibility. Effective member of the team. Gets along with others. Offers and accepts constructive feedback. Behaves professionally and exhibits a positive work attitude. Values other viewpoints.

- X 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: Theresa has navigated the Bisbee environment, very well. Especially with the conditions right now and the decisions needing to be made, she still is smiling. The usual suspects are wreaking havoc, but Theresa is handling it professionally. She does value other viewpoints and opinions until they become an unending litany with no letup.

Employee Performance Evaluation

Safety – Adheres to all City safety policies, legal regulations, and best practices. Remains aware of and reports potential safety hazards. Complies with all safety recommendations, postings, and requirements. Wears personal protective equipment as suggested or required.

5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: As far as I have seen, all safety requirements are being met. Do not have enough to do an evaluation

Overall Summary Rating

X 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: Ms. Coleman is the consummate professional and an extremely knowledgeable City Manager. During these difficult times she has guided staff through the changes in day to day operation.

I have one recommendation for Ms. Coleman which I have been trying to get previous CMs to do. That is to have an update column in the Observer on what the city is doing. This helps twofold. It gives the community a heads up on what is coming up and heads off rumors to some degree.

So glad you have joined our team.

Employee Performance Evaluation

Supervisors and Managers Only

Employee Performance Management – monitors and manages employee performance through constructive feedback, and performance evaluations. Properly utilizes Personnel Rules and Regulations in performance management, and disciplinary issues. Creates paths to success for employees through mentorship, and guidance.

- 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: N/A

Leadership – serves as a positive role model for employees. Directs department or division towards fulfillment of City goals. Monitors morale, creates a positive work environment and fosters teamwork.

- X 5 - Exceptional 4 – Exceeds Expectations 3 – Meets Expectations 2 – Needs Improvement 1 - Unsatisfactory

Comments: As far as I have observed and heard Theresa I effective in creating a positive environment for staff and guides them in the fulfillment of the city and dept goals.

Employee Performance Evaluation

Supervisor Comments
Employee Comments
Performance Goals
Goal:
Goal:
Goal:

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- I request this performance evaluation be reconsidered by the Personnel Director; this review may be in coordination with the City Manager.

Employee Signature

Jean C. Hansen

Evaluating Supervisor Signature

Date

July 29, 2020

Date

Employee Performance Evaluation

Performance Goal		
Define Goals using the SMART criteria: Specific – Measurable – Attainable – Agreed Upon – Realistic – Time Oriented		
Goal:		
Mid-Year Comments:		
Year-End Comments:		
Outcome:	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Comments:		

Supervisor

Date

Employee
Date