



City of Venice Charter Officer Performance Appraisal, to be completed by Councilmembers annually by June 15:

Rate the Charter Officer on this scale:

1.0 (U) Unacceptable: Performance results clearly and consistently fail to meet job requirements. Employee demonstrates unwillingness or inability to improve **(requires justification)**.

2.0 (I) Needs Improvement: Performance results are inconsistent. Performance often fails to meet the job requirements. Employee demonstrates some willingness or ability to improve **(requires justification)**.

3.0 (S) Satisfactory: Performance results are consistently at acceptable levels and regularly meet the job requirements. Employee demonstrates willingness and ability to meet an acceptable performance level.

4.0 (S+) Above Satisfactory: Performance results meet all job requirements and sometimes exceed job requirements. Employee demonstrates a desire and ability to exceed the standard performance level and often does more than what is expected **(requires justification)**.

5.0 (E) Excellent Performance: Performance consistently achieves and exceeds job requirements. Employee seeks out opportunities for ways to better achieve results and consistently demonstrates an exceptional desire and ability to exceed standard performance **(requires justification)**.

Rating Areas:

| 1. Administration and Organizational Management | | | | |
|---|---------|---------|----------|---------|
| 1.0 (U) | 2.0 (I) | 3.0 (S) | 4.0 (S+) | 5.0 (E) |
| COMMENTS: | | | | |

| 2. Budgeting and Financial Management | | | | |
|---------------------------------------|---------|---------|----------|---------|
| 1.0 (U) | 2.0 (I) | 3.0 (S) | 4.0 (S+) | 5.0 (E) |
| COMMENTS: | | | | |

| 3. Job Knowledge | | | | |
|------------------|---------|---------|----------|---------|
| 1.0 (U) | 2.0 (I) | 3.0 (S) | 4.0 (S+) | 5.0 (E) |
| COMMENTS: | | | | |

| 4. Leadership / Supervision | | | | |
|-----------------------------|---------|---------|----------|---------|
| 1.0 (U) | 2.0 (I) | 3.0 (S) | 4.0 (S+) | 5.0 (E) |
| COMMENTS: | | | | |

| 5. Policy and Program Development | | | | |
|-----------------------------------|---------|---------|----------|---------|
| 1.0 (U) | 2.0 (I) | 3.0 (S) | 4.0 (S+) | 5.0 (E) |
| COMMENTS: | | | | |

| 6. Ethics and Integrity | | | | |
|-------------------------|---------|---------|----------|---------|
| 1.0 (U) | 2.0 (I) | 3.0 (S) | 4.0 (S+) | 5.0 (E) |
| COMMENTS: | | | | |

| 7. Communication | | | | |
|------------------|---------|---------|----------|---------|
| 1.0 (U) | 2.0 (I) | 3.0 (S) | 4.0 (S+) | 5.0 (E) |
| COMMENTS: | | | | |

CHARTER OFFICER GOALS AND OBJECTIVES FOR THE COMING FISCAL YEAR:

| |
|----|
| 1. |
| 2. |
| 3. |
| 4. |

ASSESSMENT OF CHARTER OFFICER PROGRESS ON GOALS AND OBJECTIVES FOR THE CURRENT FISCAL YEAR:

| |
|----|
| 1. |
| 2. |
| 3. |
| 4. |

COUNCILMEMBER GENERAL COMMENTS:

CHARTER OFFICER GENERAL COMMENTS:

CHARTER OFFICER SIGNATURE & DATE:

COUNCILMEMBER SIGNATURE AND DATE:
