



# Appointed Performance Review Process

**Human Resources**



# Appointed Positions

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City Manager

City Attorney

City Clerk

City Magistrate

# Chandler's Current Process

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Individual meetings with City Council in executive session

No standardized evaluation form

Meetings may be different for each appointed staff member

Inconsistent approach across positions

# Comparator Cities

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## Avondale, Mesa, Phoenix, Scottsdale, Queen Creek

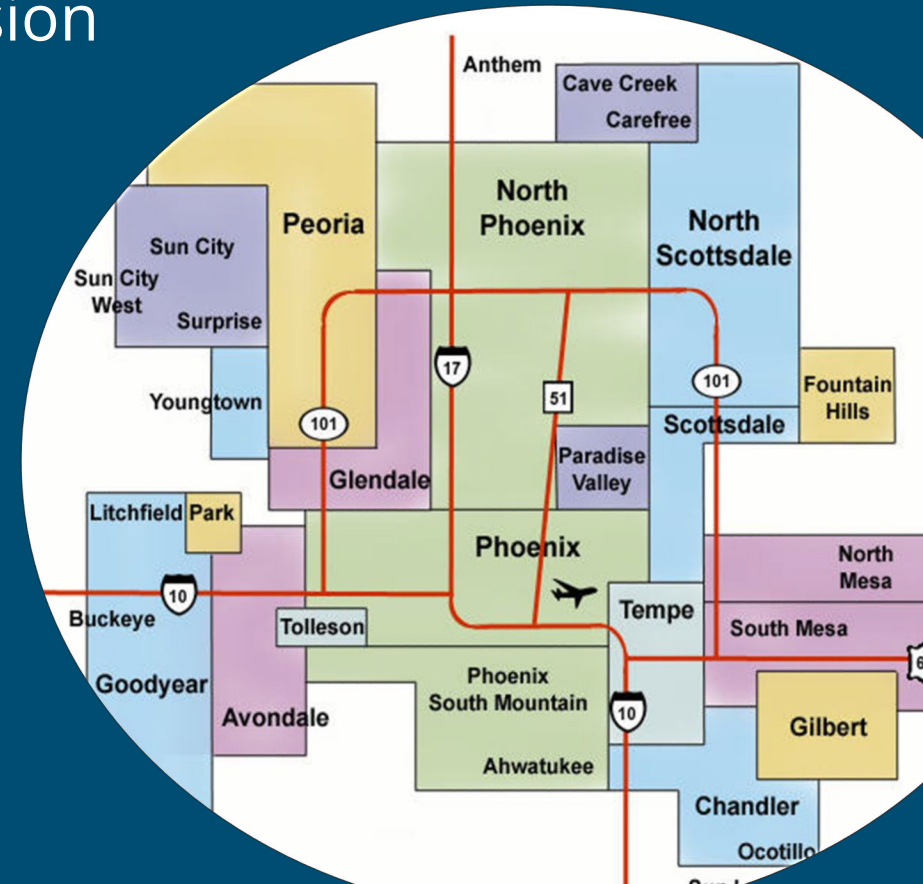
- No formal evaluation form
- Council meets with employee in executive session

## Gilbert

- 360-Degree evaluation by direct reports
- Council review in executive session

## Goodyear, Tempe, Peoria

- Formal evaluation form



# Key Principles for Effective Evaluations

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- Six-month evaluations at onset, annually thereafter
- Self-Assessment by appointee  
(accomplishments, challenges & needs)
- Performance Goals & Objectives
- Leadership & Management
- Opportunity for Communication

# Option 1: Universal Evaluation

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- Single Evaluation Form Used for All Appointed Employees
  - Narrative Format
  - 3-6 Evaluation Categories
  - Standardized Process Across All Positions
  - Goal Setting for Future
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# Option 1: Universal Evaluation

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## Considerations

### Advantages

- Consistency
- Easy to Administer
- Comparable Results

### Challenges

- May Not Capture Role-specific Responsibilities
- Generic criteria may miss unique contributions

# Option 2: Role-Specific Evaluation

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- Tailored Evaluation for Each Unique Role and Responsibilities
- Position-Specific Performance Categories
- Criteria Relevant to Each Role
- Open ended narrative format

# Option 2: Role-Specific Evaluation

## Category Examples

City Manager		City Attorney	
Policy Execution	Organizational Leadership	Legal Advice Accuracy	Litigation Management
Fiscal Management	Community Relations	Ordinance Drafting	Risk Management
Strategic Planning			

City Clerk		City Magistrate	
Meeting Minutes	Records Management	Courtroom Management	Judicial Consistency
Election Management		Customer Focus	Legal Compliance

# Option 2: Role-Specific Evaluation

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## Considerations

### Advantages

- Captures Role Responsibilities
- Relevant Performance Criteria
- Meaningful Feedback

### Challenges

- Increased time to Develop
- Less Comparability across Positions
- Multiple Forms to Manager

# Process Support and Options

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## Process Support from HR

- Work with Council to establish evaluation criteria
- Create online evaluation forms
- Compile Councilmembers' individual evaluations
- Summary of common themes without attribution
- Individual & Final combined evaluations will become public record

# Key Decisions and Next Steps

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- Selection of Evaluation Format
  - Establish Evaluation Criteria/Categories
  - Determine Timeline
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- Development of evaluation forms
- Establish evaluation timeline & process
- Present final recommendations for Council approval



# Thank you!

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Questions?