

City of Hamilton City Manager Performance Review Form

City Manager Name:			
Review Period Start:		Review Period End:	
Name of Mayor:			

Purpose of the City Manager Performance Review:

An annual performance review is an opportunity for Council to provide feedback to the City Manager about how effectively they are accomplishing the goals and priorities established by Council, and about the success of the municipality as a whole. The performance review process is intended to:

- Increase accountability and role clarity for the City Manager through clear expectation setting by Council.
- Ensure the City Manager is aligning the activities of the organization to achieve the strategic plans and vision, as set by Council.
- Increase communication and feedback loops between the City Manager and Council, to provide a regular opportunity to discuss their working relationship and progress.
- Recognize the City Manager’s efforts and accomplishments and discuss opportunities for improvement.
- Promote and support high performance for the City Manager and by extension, the municipality as a whole.

When preparing for performance review discussions, all parties should:

- Approach the review in a positive manner with the broad objective of improving the organization and positively impacting the City Manager, Council and City Staff.
- Keep all written and oral comments regarding the performance review confidential.
- Beware of biases and conduct the review in an honest and fair manner. This means:
 - Don’t let feelings or personal likes or dislikes enter the discussion.
 - Don’t let one single incident make such a vivid impact that the total picture of the year is lost (known as halo or recency bias).
 - Comments should be objective and evidence-based, relying upon facts and events during the accountability period.
- Conduct the review in a way that provides for and promotes open and honest dialogue.

Prior to completing the evaluation, take a few minutes to ask yourself the following questions and make some brief notes, including specific examples:

✓ How are things going?

✓ What has been done well?

✓ What could have been done better?

✓ Are we on track?

✓ What could Council do to help?

✓ What could the City Manager do to make the organization better?

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Included Documentation:

City Manager Process Overview
[Leadership Profile – City Manager level](#)
[Unintentional Rater Bias](#)

CITY MANAGER GOALS FOR REVIEW PERIOD

Goals (Specify desired future result or outcome)	Measures (Describe how each goal will be measured for example numeric; descriptive; timeframe)	Results Reported by City Manager (Describe progress, required changes, result, outcome)
1.		
2.		
3.		
4.		
5.		

CORE COMPETENCIES (LEADERSHIP PROFILE)

COMPETENCY:	
Behaviours	
1.	
2.	
3. <i>*add additional rows as needed</i>	
To which value does this competency align?	<input type="checkbox"/> Collective Ownership <input type="checkbox"/> Steadfast Integrity <input type="checkbox"/> Courageous Change <input type="checkbox"/> Sensational Services <input type="checkbox"/> Engaged Empowered Employees
COMPETENCY:	
Behaviours	

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1.

2.

3. **add additional rows as needed*

To which value does this competency align? Collective Ownership Steadfast Integrity Courageous Change Sensational Services Engaged Empowered Employees

COMPETENCY:

Behaviours

1.

2.

3. **add additional rows as needed*

To which value does this competency align? Collective Ownership Steadfast Integrity Courageous Change Sensational Services Engaged Empowered Employees

COMPETENCY:

Behaviours

1.

2.

3. **add additional rows as needed*

To which value does this competency align? Collective Ownership Steadfast Integrity Courageous Change Sensational Services Engaged Empowered Employees

COMPETENCY:

Behaviours

1.

2.

3. **add additional rows as needed*

To which value does this competency align? Collective Ownership Steadfast Integrity Courageous Change Sensational Services Engaged Empowered Employees

Supporting Documentation

List any documentation or links provided to support the performance review comments above.

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DEVELOPMENT PLAN			
Development plan addresses competency development (knowledge, skills, abilities and behaviours) and career goals			
Development Goals (Specify desired future result or outcome)	Action Plan (Describe the specific steps needed to achieve the development goal and resources required)	Measures (Describe how each goal will be measured for example numeric; descriptive; timeframe)	Results Achieved (Describe progress, required changes, result, outcome)

OVERALL COMMENTS	
City Manager Comments:	
Executive Director, HR Comments:	
Summary of Mayor & Council Feedback:	

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City Manager Acknowledgment

By signing below, you are acknowledging that you have discussed your performance and development for the performance period with the Mayor as the head of Council, provided input and asked for clarification where needed.

City Manager

Signature: _____

Date: _____

Mayor Acknowledgment

By signing below, you are acknowledging that you have discussed the City Manager's performance against expectations and development for the review period, with the City Manager and provided clarification where needed.

Mayor Signature: _____

Date: _____

Executive Director, HR Acknowledgment

By signing below, you are acknowledging that you have witnessed the discussion of Council about the City Manager's performance against expectations and participated in the delivery of feedback to the City Manager with the Mayor.

Executive Director,
HR Signature: _____

Date: _____