

# **City of Pensacola**

## **Performance Evaluation**

### **Executive Assistant**

#### PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council, the Council President, the Council Executive and Council staff concerning the performance of the Executive Assistant in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

#### PROCESS

1. The Council Executive prepares a memorandum to the City Council including the Executive Assistant evaluation
2. The Council Executive will provide evaluation forms for completion at Council Member discretion
3. Completed forms will be forwarded to a member of Council Staff where the results will be tabulated and provided to the Council Executive
4. For each category, scores will be compiled and averaged for a composite score for that category
5. The Council Executive will prepare an evaluation for review with the Executive Assistant and presentation to the City Council along with any proposed salary increase if/when appropriate

#### INSTRUCTIONS

Review the employees work performance for the entire period; try to refrain from basing judgement on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below.

# PERFORMANCE EVALUATION

Council Executive

Date: \_\_\_\_\_

## RATING SCALE DEFINITIONS (1-5)

Unsatisfactory (1) - The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

Improvement (2) - Needed The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance

Meets Job (3) - Standard The employee's work performance consistently meets the standards of the position

Exceeds Job (4) - Standard The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance

Outstanding (5) - The employee's work performance is consistently excellent when compared to the standards of the job

Not Observed (NO) The employee's work performance was not observed during this evaluation period.

### **I. Performance Evaluation and Achievements**

<b><u>1. Council Assistance</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>NO</u></b>
A. Responds to telephone inquiries and requests for information	___	___	___	___	___	___
B. Schedules meetings with civic groups concerning speaking engagements	___	___	___	___	___	___

- C. Coordinates and schedules meetings \_\_\_\_\_
- D. Assists Executive Assistant to Council in coordinating the scheduling use of Council Chambers, Hagler-Mason, Whibbs and 3<sup>rd</sup> Floor Conference Rooms \_\_\_\_\_
- E. Reviews appointment book for any meetings \_\_\_\_\_
- F. Types letters and memorandums \_\_\_\_\_
- G. Assists Council Executive in conducting research and retrieving necessary documents to facilitate Council member requests \_\_\_\_\_
- H. Is responsive to Council Members requests for assistance and information \_\_\_\_\_
- I. Scans newspaper, internet and social media for news items relevant to matters impacting the City and City Council \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Score** \_\_\_\_\_

**2. Agenda Preparation**

**1      2      3      4      5      **NO****

A. Assists in the preparation of agenda items, including the backup materials      \_\_\_\_\_

B. Assists in the preparation of materials for work sessions      \_\_\_\_\_

C. Reviews agenda items for completeness and accuracy      \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Score** \_\_\_\_\_

**3. Meetings**

**1      2      3      4      5      **NO****

A. Attends City Council meetings, assisting the Public with the completion of request to speak cards      \_\_\_\_\_

B. Assists in ensuring that meeting rooms are properly scheduled and that the facilities manager has an up-to-date list of upcoming meetings / times      \_\_\_\_\_

C. Assists in Coordinating and facilitating the acquisition of refreshment items needed for Council Meetings and special events      \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Score** \_\_\_\_\_

**4. Office Assistance**

**1      2      3      4      5      **NO****

A. Responds to departmental personnel seeking status information on documents sent for signature, as well as requests for information and documents related to City Council activities

\_\_\_\_\_

B. Routes or handles incoming mail to the proper Council Member

\_\_\_\_\_

C. Review the Council Executive appointment schedule and places upcoming meeting on the Council Executives calendar

\_\_\_\_\_

D. Orders office supplies and supplies requested by City Council members

\_\_\_\_\_

E. Enters time within the Eden system for Council Staff

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Score** \_\_\_\_\_

Achievements relative to goals and objectives for this evaluation period:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I. Summary Rating**

Overall Performance Rating – Considering the results obtained against established performance standards, as well as overall job performance, the following rating is provided:

Unsatisfactory \_\_\_\_\_

Improvement Needed \_\_\_\_\_

Meets Job Standards \_\_\_\_\_

Exceeds Job Standards \_\_\_\_\_

Outstanding \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Future Goals and Objectives**

Specific goals and objectives to be achieved in the next evaluation period:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Executive Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council President

\_\_\_\_\_  
Date