



CAO Performance Review

Evaluator Name: _____ Date: _____

CAO Name: _____

COMPETENCY RATING	↓ Please indicate your evaluation
1. Communication with Council, including effective, written and oral presentation and openness to Mayor and Council feedback and/or direction	Exceeds Expectations 3
	Meets Expectations 2
	Fails to Meet Expectations 1
	Unable to Rate 0
2. Implementation of Council policy and assists Council in the development of annual and long-range goals of the Corporate Strategic Plan.	Exceeds Expectations 3
	Meets Expectations 2
	Fails to Meet Expectations 1
	Unable to Rate 0
3. Staff support for Council; anticipates and provides reports and recommendations as required by Council	Exceeds Expectations 3
	Meets Expectations 2
	Fails to Meet Expectations 1
	Unable to Rate 0
4. Council-Staff relations/political acuity; putting information and skills together to better guide choices in order to accomplish goals and objectives	Exceeds Expectations 3
	Meets Expectations 2
	Fails to Meet Expectations 1
	Unable to Rate 0
5. Staff relations; demonstrates leadership and promotes professional staff performance	Exceeds Expectations 3
	Meets Expectations 2
	Fails to Meet Expectations 1
	Unable to Rate 0
6. Demonstrates fiscal responsibility, attempts to operate corporation within budgetary guidelines, holds senior staff accountable for spending	Exceeds Expectations 3
	Meets Expectations 2
	Fails to Meet Expectations 1
	Unable to Rate 0
7. Personal professional development; strives to maintain current knowledge and skill levels	Exceeds Expectations 3
	Meets Expectations 2
	Fails to Meet Expectations 1
	Unable to Rate 0
8. Effective delivery of municipal services and community relations	Exceeds Expectations 3
	Meets Expectations 2
	Fails to Meet Expectations 1
	Unable to Rate 0

ACCOMPLISHMENTS/OBJECTIVES
9. Has the CAO accomplished or worked toward accomplishing the goals established by Council? Why or why not?
10. Based upon your overall evaluation of the CAO, what areas would you list as their strengths?
11. Based upon your evaluation what areas would you suggest the CAO work on to improve skills and to be more effective in specific areas or situations?
12. What are the major objectives you believe the CAO needs to focus on for the coming year?
13. Final comments