

CITY OF LAFAYETTE

SUPERVISOR EVALUATION FORM

Confidential

Please evaluate your immediate supervisor and return this form to the City Administrator

EMPLOYEE NAME: <i>Kandy Hubbard</i>	SUPERVISOR: <i>Diane Rinks</i>
JOB TITLE: <i>City Administrator</i>	LAST APPRAISAL DATE:
ANNUAL <input checked="" type="checkbox"/>	NON-PERIODIC <input type="checkbox"/>

ITEM	DOES NOT MEET EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	REMARKS
JOB KNOWLEDGE			X	<i>Knows job vdy, vdy well</i>
PRODUCTIVITY			X	<i>always working on projects</i>
QUALITY OF WORK			X	<i>Does work so everyone can understand</i>
CLARITY OF EXPECTATIONS			X	
EFFICIENCY			X	<i>Very efficient</i>
OVERALL RATING			X	<i>Keep up good work, willing to work with others.</i>

ATTACH A COPY OF THE WRITTEN JOB DESCRIPTION FOR THIS POSITION.

WHAT CAN THE SUPERVISOR DO (TRAINING, ATTITUDE, PERFORMANCE, ETC.) TO IMPROVE THIS EVALUATION?

allow Diane to work on city business instead of ~~concerns~~ personal ideas.

WHAT CAN THE CITY DO TO HELP THE SUPERVISOR IMPROVE THIS EVALUATION?

allow her to do her job, which she does very well

ANOTHER EVALUATION SHOULD BE CONDUCTED IN _____ DAYS. WHAT SPECIFIC THINGS DO YOU EXPECT THE SUPERVISOR TO IMPROVE ON OR ACCOMPLISH BEFORE THEN?

hang in there and keep up good work

EVALUATOR: *Randy W. Hill* DATE: *4-7-03*

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Please evaluate your immediate supervisor and return this form to the City Administrator

EMPLOYEE NAME: <u>Trena Cranfill</u>	SUPERVISOR: <u>Diane Rinks, City Admin</u>
JOB TITLE: <u>Asst. to City Admin.</u>	LAST APPRAISAL DATE: <u>n/a</u>

ANNUAL NON-PERIODIC

ITEM	DOES NOT MEET EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	REMARKS
JOB KNOWLEDGE				
PRODUCTIVITY		X		She is + will be on a learning curve, but she is progressing very quickly.
QUALITY OF WORK		X		
CLARITY OF EXPECTATIONS			X	
EFFICIENCY			X	I am unclear on Diane's expectations of me & she seems comfortable letting me know if her expectations change.
OVERALL RATING		X		

ATTACH A COPY OF THE WRITTEN JOB DESCRIPTION FOR THIS POSITION.

WHAT CAN THE SUPERVISOR DO (TRAINING, ATTITUDE, PERFORMANCE, ETC.) TO IMPROVE THIS EVALUATION?
 Unfortunately, most of the things that affect Diane's efficiency and productivity are out of her control. Diane has done a great job dealing with the demands of her job.

WHAT CAN THE CITY DO TO HELP THE SUPERVISOR IMPROVE THIS EVALUATION?
 Put trust in her, & allow her to do her job, without constant interference. Staff should offer to help in any way we can.

ANOTHER EVALUATION SHOULD BE CONDUCTED IN 365 DAYS. WHAT SPECIFIC THINGS DO YOU EXPECT THE SUPERVISOR TO IMPROVE ON OR ACCOMPLISH BEFORE THEN?
 I enjoy working for Diane and am encouraged by how quickly she has gotten up to speed on the many issues that face the City.

EVALUATOR: Trena Cranfill DATE: 4-9-03