


<input type="checkbox"/> Initial Review <input type="checkbox"/> Mid-Year Review <input type="checkbox"/> Annual Review	Employee _____ _____ _____	Supervisor _____ _____ _____	SAMP 4 – 6 Performance Evaluation and Planning Form	
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Employee Name (Please Print) <i>Pam Akin</i>	Job Title/Department <i>City Attorney</i>
Review Period	Supervisor/Reviewer (Please Print) <i>Frank Hibbard</i>
From:	To:

Performance Rating Scale

Exceeds Expectations: Performance consistently exceeds the requirements of the position. Performance is of an unusually high quality. Further improvement in performance is unlikely.

Meets Expectations: Performance completely meets the expectations of the position. Indicates that all assignments and objectives have been met. All core managerial competencies were performed according to the requirements of the position.

Needs Further Development: Performance either does not meet or partially meets some, but not all, expectations. Further improvement is required for successful performance of the area in question.

CITY VALUES: CARING, WELL-RUN, INTEGRITY, FUTURE ORIENTED DECISION MAKING, OUTSTANDING QUALITY

ANNUAL OVERALL RATING: ☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Further Development

Part I: KEY JOB OBJECTIVES

OBJECTIVE #1:

Providing Legal Advice to Council

Notes (status, results, revisions made)

I know Pam has the best interest of City in mind with every decision. She explored all sides of an issue, offers risk/return

☒ Exceeds Expectations
☐ Meets Expectations
☐ Needs Further Development

OBJECTIVE #2:

Managing Legal Dept.

Notes (status, results, revisions made)

Pam has added new talented people and is developing a bench. This is important with Pam's exit. Pam also limits outside counsel, which saves money.

☒ Exceeds Expectations
☐ Meets Expectations
☐ Needs Further Development

OBJECTIVE #3:

Working well with City Manager

Notes (status, results, revisions made)

This is one of Bill and Pam's strengths, many cities do not enjoy this. We avoid a lot of land mines because of the relationships

☒ Exceeds Expectations
☐ Meets Expectations
☐ Needs Further Development

COMMENTS ON OBJECTIVES:

Part II: CORE MANAGEMENT COMPETENCIES

Refer to the SAMP Manager Competency Model Manual for competency definitions and ratings standards.

	EE	ME	NFD
LEADING PEOPLE – BUILDING PARTNERSHIPS: Communication, Team Building, Diversity, Conflict Management, Coaching and Development, Interpersonal Skills, Integrity	✓		
SUPPORTING THE VISION: Leadership, Strategic Thinking, Innovation, Flexibility, Vision		✓	
OBTAINING RESULTS: Planning and Organization, Problem Solving, Decision Making, Professional Knowledge, Credibility	✓		
FISCAL RESPONSIBILITY: Executing with Quality, Customer Focus, Financial, Human Resources & Technology Management	✓		
Additional Competency:			

COMMENTS ON CORE MANAGEMENT COMPETENCIES

As stated Pam has extensive knowledge of the law and the City, she will be hard to replace.

Part III: DEVELOPMENT PLANNING

Development Area(s)

Always looking for creative ways to address issues or save money.

- ☐ Improve Performance
- ☐ Career Development
- ☐ Personal Development

Actions – Resources – Notes:

Part IV: PERFORMANCE SUMMARY

Evaluator Comments:

I have encouraged Pam to start to lay the groundwork for her replacement. I want this to be a smooth transition.

Employee Comments:

Supervisor Signature/Date:

Frank V. Birkhead

10-6-20

Next-level Supervisor Signature (if applicable)/Date: