



**PORT COLBORNE**

## APPENDIX D- CAO Performance Evaluation – CAO Self Assessment Form

Name of Chief Administrative Officer

Evaluation Period

An annual performance evaluation should be an important part of the relationship between Council and the CAO, and ultimately the success of the municipality. The main purpose is to have an informal discussion about the past year.

### Evaluation Principles:

- The approach to the CAO self evaluation should be in a positive manner with the broad objective of improving the organization and positively impacting the CAO, Council and City staff.
- All written and oral comments regarding the performance evaluation of the CAO are strictly confidential.
- The evaluation should be conducted in an honest and fair manner. Don't let one single incident make such a vivid impact that you lose sight of the total picture. All comments should be objectively based upon facts and events during the past reporting period.
- All components of the evaluation such as comments and conclusions must be able to be substantiated if required.
- The evaluation process should be conducted in a manner that provides for and promotes open and honest dialogue.
- The CAO should feel that he/she has been adequately included in the process.

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 have you done well?
- ✓ What could you have been done better?
- ✓ Are we on track?
- ✓ What could Council do to help?
- ✓ What could you do to make the organization better?

# Evaluation of Specific Annual Council and CAO Goals for Evaluation Period

Referencing the specific annual Council and CAO goals from last year’s review, please outline if you feel that you were successful in achieving the goals.

Goal	Comments From CAO
Goal #1	
Goal #2	
Goal #3	
Goal #4	
Goal #5	
Goal #6	

## CAO Annual Development Plan

Are there any specific areas you feel you would benefit from further development in?

Development Objective	Specific Experience/Course/Activity	Target Completion Date	Completed Yes/No

## Evaluation Focus

The main areas to be addressed during the evaluation will be:

Leadership & Relationships	CAO COMMENTS
<b>Leadership Style</b>	
<b>Relationship with Mayor and Council</b>	
<b>Leadership to the Organization and Staff:</b> <ul style="list-style-type: none"><li>• Does there seem to be a reasonable degree of mutual support and respect?</li><li>• Does the employee morale seem to be positive?</li><li>• How is the retention of employees?</li></ul>	
<b>Relationships to the Community and External Stakeholders</b>	

## Questions

Question	CAO COMMENTS
<p><b><u>Corporate Leadership.</u></b> Do you feel as the CAO you display ongoing and consistent leadership to your direct reports and through them to the full administration?</p> <p>Please provide examples to support your comments.</p>	
<hr/> <p><b><u>Annual Goals.</u></b> Have you accomplished the Specific Annual Council and CAO Goals (outlined above)?</p> <p>If not, what barriers prevented you from accomplishing them and what plan do you have in place to meet the goals?</p>	<p>-</p>

**Strengths**. What areas would you list as your strong points as a CAO? What do you feel were your greatest accomplishments this year?

Please provide specific examples.

**Improvements**. What areas would you suggest you work on to improve your skills to be more effective in specific areas or situations?

How do you plan to accomplish these improvements (actions, education, reading, etc)?

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## Specific Annual Council and CAO Goals for the Coming Year

What are the new strategic goals and key results (which link to the CAO's goals, the municipality's Strategic Plan, and Council's priorities) that you would like to accomplish for the coming year? A mandate letter outlining the annual expectations and annual goals may also be completed if you and Council choose to use this tool.

Goal	Outcomes/Measures	Target Completion Date


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Mayor's Signature

Date

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CAO's Signature

Date