

## **Proposed Performance Review Survey and Discussion Questions – CAO Evaluation**

6 point scale (point total) : Strongly Agree (5) , Somewhat Agree (4) , Neutral (3), Somewhat Disagree (2), Strongly Disagree (1), N/A (no points, not used in calculation)

Total possible points - 50

1. Keeps Council informed of organization's activities, progress and problems.
2. Is receptive to Council member ideas and suggestions.
3. Prepares and presents reports to the Council at an appropriate level of detail.
4. Makes sound recommendations for Council action.
5. Maintains a friendly and courteous attitude toward Council members.
6. Facilitates the decision-making process for the Council.
7. Ensures a balanced budget and effectively manages the Township's financial resources within budget parameters.
8. Accepts Council criticism as a constructive suggestion for improvement.
9. Provides constructive criticism in a friendly, firm and positive way.
10. Follows up on all problems and issues brought to their attention.

## **Proposed TOWNSHIP Staff Survey – CAO**

6 point scale (point total) : Strongly Agree (5) , Somewhat Agree (4) , Neutral (3), Somewhat Disagree (2), Strongly Disagree (1), N/A (no points, not used in calculation)

Total possible points – 50

1. Manages all aspects of the Township's operations in an effective manner.
2. Plans well in advance but is able to adjust quickly and effectively to changing circumstances and priorities.
3. Represents the organization in a positive and professional manner and effectively utilizes available communication channels.
4. Interacts with staff and with external stakeholders in a positive and professional manner.
5. Participates in professional activities and encourages continuing development for all Staff.
6. Engages in honest, open, concerned and congenial relations with staff including open communications and respectful problem solving.
7. Demonstrates an ability to think strategically and possess clear vision.
8. Encourages and rewards initiative and demonstrates employee empowerment.
9. Motivates and develops others through clear direction and goal setting.
10. Leads by example and exhibits integrity and humility.