CAMERON ESTATES COMMUNITY SERVICES DISTRICT
ANNUAL PERSONNEL EVALUATION FOR
GENERAL MANAGER

RATING STANDARDS	
5 = Outstanding	Job performance consistently worthy of highest possible praise.
4 = Superior	Performance on the job is consistently above average.
3 = Meets Performance Standards	Job performance is thoroughly satisfactory.
2 = Improvement Needed	This rating indicates performance is somewhat inadequate. This rating should be accompanied with comments that specify the shortcoming.
1 = Unacceptable	Extremely inadequate performance. This rating must be accompanied by specific explanations.

Date of Evaluation:_____

Signature of Chairperson:_____

Signature of General Manager:_____

1. PLANNING

Performance Factor	**Performance (From 5 to 1)**	**Comments**
Programs are consistent with established policy or Board's direction		
Manages time well		
Establishes work priorities		
Develops and maintains realistic short and long range plans		

2. COMMUNICATION

Performance Factor	Performance (From 5 to 1)	Comments
Speaks clearly and concisely		
Writes clearly and concisely		
Responds to written and oral communications in a timely manner		
Information presented has a high degree of accuracy		
Maintains good communications with Board members, other officials, and citizens		

3. BUDGET AND FINANCIAL MANAGEMENT

Performance Factor	Performance (From 5 to 1)	Comments
Identifies all available sources of revenues		
Identifies financial problems and takes appropriate action		
Clearly communicates and justifies financial recommendations		
Imparts sense of financial responsibility to staff		
Ably prepares, administers, and controls budget		
Relates financial program to existing resources, limitations, and needs		

4. PERSONAL QUALITIES

Performance Factor	Performance (From 5 to 1)	Comments
Makes rational, effective, clear decisions		
Displays stability under stress		
Flexible, creative thinker		
Courteous and cooperative with the public and others		
Supports decisions and accepts direction		
Takes initiative to solve problems		
Has the respect of the Board and fellow professionals		
Inspires enthusiasm amongst members of the organization		

6. ADDITIONAL COMMENTS