



This is an example of a Performance Evaluation Review template that a Chief Administrative Officer/City Manager can use for an Executive Assistant. This form is completed by the CAO/City Manager and the employee and reviewed during the performance evaluation.

Executive Assistant to the CAO Performance Evaluation

Name of Employee	
Evaluation Period	
Name of Chief Administrative Officer	

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

Questions

Question	Employee's Comments	CAO's Comments
1. Overall, are you satisfied with your performance over the past twelve months? Discuss		
2. Are you clear about what is expected of you in this position?		
3. What do you believe the strengths of your performance are?		
4. What is the one thing that you would like to focus on in order to		

improve your performance over the next year?		
5. Is there one particular aspect of your job that you would like to focus on over the next year?		
6. Do you have any concerns about the direction of the Department that you would like to see addressed?		
7. Do you have any concerns about the direction of the City that you would like to see addressed?		
8. Do you have any expectations relative to career development, training, etc. that you would like to communicate?		

Employee Personal Annual Development Plan

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

Employee's Signature
Date

CAO's Signature
Date