**This template is provided as a guide. Please modify it to suit your municipality’s requirements.**

# **Template: CAO Handbook for Performance Evaluation**

This appendix provides CAOs with checklist for compiling all of the information that will assist Mayor and Council with performance evaluation. This is your opportunity to tailor the information package – the CAO Handbook for Performance Evaluation – to your municipality.

The content you gather for the handbook may include copies of:

* your municipality’s governance requirements that relate to or clarify the role of the CAO and CAP performance evaluations;
* your job description, contract, and covenants, (if any) as well as last year’s performance evaluation;
* you will want to review this document with a view to suggesting additions or removals of the core competencies for which you are being evaluated;
* Template 1.6A: Performance Evaluation, for the Mayor and Council members to complete; and
* your completed Template 1.6A: Performance Evaluation, which you have completed as this year’s Self-assessment.

Once you have gathered this information, give a copy to the Mayor and each Council member for their response. The CAMA Toolkit may be included as an appendix; and some Council members may choose to add additional elements for the Performance Evaluation.

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