

# City of Waukesha

## 360° Feedback Request for the City Administrator

**360° Feedback Reviewer Name:**

**Leader's Name:** Kevin Lahner

**Date:**

We are conducting a performance review and greatly appreciate your feedback on the performance, areas of strength, and areas of opportunity for the City Administrator. Please complete the questions below and return your feedback to the HR Director by [Click here to enter a date](#). Individual responses will be kept confidential and used only to identify trends and areas of development.

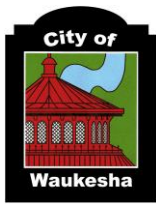
The rating scale definitions are:

- 1 = Does Not Meet Expectations: Must demonstrate improvement or requires significant amount of supervision.
- 2 = Needs Improvement: Performance may meet some, but not all, established expectations.
- 3 = Fully Meets Expectations: Consistently completes the work that is required, and at times go beyond expectations.
- 4 = Commendable: Performance meets all established expectations and frequently exceeds them.
- 5 = Consistently Exceeds Expectations: Performance consistently and significantly surpasses all established expectations.

<b>360° Feedback Request</b>	<b>EMPLOYEE RATING</b>
<p>1. The City Administrator provides resources and remove obstacles for his staff/team members. He is aware of what resources are needed and where the obstacles are.</p> <p>Comments:</p>	<i>Choose Rating</i>
<p>2. The City Administrator successfully manages areas of responsibility through reflective planning, effective decision making and continuous monitoring of outcomes against expected targets?</p> <p>Comments:</p>	<i>Choose Rating</i>
<p>3. The City Administrator appropriately engages City departments in developing the City's strategic plan.</p> <p>Comments:</p>	<i>Choose Rating</i>
<p>4. The City Administrator treats each department and all staff fairly, with mutual respect and without favoritism or discrimination.</p> <p>Comments:</p>	<i>Choose Rating</i>

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<p>5. The City Administrator works to empower Directors to their achieve goals and objectives and supports them in their efforts to accomplish agreed-upon initiatives.</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>
<p>6. The City Administrator has a harmonious working relationship with employees throughout the City, the Common Council and other constituents.</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>
<p>7. The City Administrator identifies and analyzes problems and issues confronting the City departments and recommends and implements appropriate changes and directions.</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>
<p>8. The City Administrator exercises good judgement, and takes appropriate action, in dealing with sensitive issues between people and groups.</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>
<p>9. The City Administrator creates an environment for his team members to do their best work and be successful. He builds group morale and team cohesiveness.</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>
<p>10. The City Administrator is comfortable with several “experts” being in the room and values their input.</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>
<p>11. The City Administrator consistently provides exceptional, high quality service to everyone, every time.</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>
<p>12. The City Administrator holds others accountable for their duties, goals and performance.</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>
<p>13. The City Administrator accepts responsibility for, and is accountable for, his own decisions.</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>



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<p>14. The City Administrator supports strategies to assess effectiveness of City policies and procedures and improve City-wide performance.</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>
<p>15. The City Administrator takes time to fully engage with you as a leader. He meets with you as planned and follows-through as needed.</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>
<p>16. The City Administrator communicates ideas clearly and succinctly. He demonstrates the ability to listen to others at all levels of the organization. Keep people informed of department and organizational issues?</p> <p>Comments:</p>	<p><i>Choose Rating</i></p>
<p>17. The City Administrator keeps people informed of department and organizational issues.</p> <p>Comments:</p>	
<p>18. The City Administrator responds to requests and takes action in a timely manner. He consistently follows-up without being prompted.</p> <p>Comments:</p>	
<p>19. The City Administrator makes decisions and sticks to them. He holds himself, and others, accountable.</p> <p>Comments:</p>	
<p>20. Areas of performance where the City Administrator excels.</p> <p>Comments:</p>	
<p>21. Developmental opportunities for the City Administrator.</p> <p>Comments:</p>	
<p>22. Other feedback you feel is important regarding the City Administrator.</p> <p>Comments:</p>	