



CITY OF WAUKESHA

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Committee: HR Committee	Date: 01/19/2022
Common Council Item Number: ID# 21-3271	Date: 12/15/2021
Submitted By: Marquise Vasquez	City Administrator Approval: Click here to enter text.
Finance Department Review: Click here to enter text.	City Attorney's Office Review: Click here to enter text.
Subject: Review of 360 Feedback Request for City Administrator evaluation process.	

Details: 2021 blank City Administrator 360 feedback request form attached for review. Feedback request form will be provided to department directors during City Administrator evaluation process for anonymous comments. Submitted comments will be presented in closed session to HR Committee and Council with evaluation.
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Options & Alternatives: Click here to enter text.

Financial Remarks: Click here to enter text.
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Executive Recommendation: Click here to enter text.





City of Waukesha

360° Feedback Request for the City Administrator

360° Feedback Reviewer Name:

Leader's Name: Kevin Lahner

Date: Click or tap to enter a 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 **1/12/2022**. 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:** Performance (quality and/or timeliness) is below what is expected after a reasonable period on the job. Significant improvement is essential to meet minimum standards.
- 2 = Improvement Needed:** Failed to meet expectations in one or more essentials areas.
- 3 = Meets Expectations:** Overall performance valuable; achieves expected results. Is dependable, competent and knowledgeable.
- 4 = Exceeds Expectations:** Consistently meets and occasionally exceeds expectations. Highly effective in quality and timeliness.
- 5 = Consistently Exceeds Expectations:** Consistently and clearly exceeds in all essential areas of job standards throughout the year.

360° Feedback Request	EMPLOYEE RATING
<p>1. The City Administrator provides resources and remove obstacles for his staff/team members/department heads. He is aware of what resources are needed and where the obstacles are.</p> <p>Comments: Click or tap here to enter text.</p>	Choose an item.
<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: Click or tap here to enter text.</p>	Choose an item.
<p>3. The City Administrator appropriately engages City departments in developing the City's strategic plan.</p> <p>Comments: Click or tap here to enter text.</p>	Choose an item.
<p>4. The City Administrator treats each department and all staff fairly, with mutual respect and without favoritism or discrimination.</p> <p>Comments: Click or tap here to enter text.</p>	Choose an item.

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<p>5. The City Administrator works to empower Directors/Department Heads to achieve their goals and objectives and supports them in their efforts to accomplish agreed-upon initiatives.</p> <p>Comments: Click or tap here to enter text.</p>	<p>Choose an item.</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: Click or tap here to enter text.</p>	<p>Choose an item.</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: Click or tap here to enter text.</p>	<p>Choose an item.</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: Click or tap here to enter text.</p>	<p>Choose an item.</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: Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>10. The City Administrator is comfortable with several “experts” being in the room and values their input.</p> <p>Comments: Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>11. The City Administrator consistently provides exceptional, high quality service to everyone, every time.</p> <p>Comments: Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>12. The City Administrator holds others accountable for their duties, goals and performance.</p> <p>Comments: Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>13. The City Administrator accepts responsibility for, and is accountable for, his own decisions.</p> <p>Comments: Click or tap here to enter text.</p>	<p>Choose an item.</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: Click or tap here to enter text.</p>	Choose an item.
<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: Click or tap here to enter text.</p>	Choose an item.
<p>16. The City Administrator communicates ideas clearly and succinctly. He demonstrates the ability to listen to others at all levels of the organization.</p> <p>Comments: Click or tap here to enter text.</p>	Choose an item.
<p>17. The City Administrator keeps people informed of department and organizational issues.</p> <p>Comments: Click or tap here to enter text.</p>	Choose an item.
<p>18. The City Administrator responds to requests and acts in a timely manner. He consistently follows-up without being prompted.</p> <p>Comments: Click or tap here to enter text.</p>	Choose an item.
<p>19. The City Administrator makes decisions and sticks to them.</p> <p>Comments: Click or tap here to enter text.</p>	Choose an item.
<p>20. Areas of performance where the City Administrator excels.</p> <p>Comments: Click or tap here to enter text.</p>	
<p>21. Developmental opportunities for the City Administrator.</p> <p>Comments: Click or tap here to enter text.</p>	
<p>22. Other feedback you feel is important regarding the City Administrator.</p> <p>Comments: Click or tap here to enter text.</p>	