Austin City Council Meeting
February 4, 2016
The Performance Management Process

- Planning
- Ongoing Discussion
- Evaluation
- Reward and Recognition

The process is cyclical, with feedback loops between each stage.
Background

- Council Appointees to be Evaluated:
  1. City Manager
  2. City Auditor
  3. City Clerk
  4. Municipal Court Clerk

- Council Conducts Annual Performance Review
  - Performance discussion held in closed (executive) session
  - Council takes action related to pay/benefits in open session

- Prior to 2013: No Forms Used
- Council Initiated Process Change (2013)
Practice Prior to 2013

- Evaluations occurred in closed session

- Closed session performance discussions occurred April-June, compensation decision occurred in August

- No standardized forms or ranking system

- Appointees report accomplishments

- Discussion-based evaluations
Established formal written performance review with forms

Required scoring multiple performance categories and sub-categories with ratings 1-5

Narrative portion

The previous Council did not utilize this process after passage of the 2013 resolution
2016 Proposed Form/Process
1/6/16 Message Board

• Use of form as Guide for discussion
• Six Key areas
  1. Priority Outcomes – self-report of accomplishments
  2. Key Performance Areas and Competencies (11)
  3. Audits/Reports
  5. Performance Conclusion – Is the appointee sufficiently meeting the Council’s performance expectations?
  6. Anticipated Future Performance Issues and Key Performance Areas – Goals and objectives to be met in the upcoming year.
360-Degree Evaluation

- A 360-degree feedback tool is a process that includes multiple assessments of an employee from superior(s), peers, subordinates, and self
- The 360-degree assessment:
  - Offers diverse perspectives of an individual’s skills, behaviors and abilities
  - Provides an opportunity for ongoing coaching and feedback with a manager or executive coach
  - Typically used for professional development versus decision making (executive academy)
  - City Auditor’s August 2015 report did not find benchmark cities using 360-degree assessment for evaluations
Draft Timeline

• February 26 – Council Resolution to adopt new process/forms

• March 2016 – Evaluations Begin
  • March 1 or March 22 – City Clerk, City Auditor, Municipal Court Clerk
  • March 29 – City Manager

• June 2016 – Council action on appointee’s pay and benefits with market study effective 8/1/16

• February 2017 - Next Round of Performance Evaluations