

# Council Appointee Performance Review Process

Austin City Council Meeting  
February 4, 2016



# The Performance Management Process



# 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)
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# 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

# Sept. 26, 2013 Council Resolution

- 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
  4. Development/Growth – Strengths and opportunities for growth.
  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
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