

**City Attorney Performance Evaluation Form
for the time period between July 2018 to July 2019**

This form is to be used by each **Department Director** in their annual performance evaluation of Jack Bajorek, City Attorney.

After you have completed the form, please submit it to the Administrative Services Director, Karen Borkowski Surine. The Administrative Services Director will share the information from your evaluation with Council, while keeping it anonymous. Council will determine Mr. Bajorek's overall performance rating.

In each of the following rating categories, bullet points have been provided to assist you with your evaluation. You need not address each point separately. Please rate Mr. Bajorek using the following scale and place the appropriate number on the "Rating" line in each category. In completing this form, to emphasize one or more categories in this evaluation, you may use one, two or three stars. (★)

5 - Outstanding, 4 - Above Average, 3 - Satisfactory, 2 - Needs Improvement, 1 – Unacceptable

Communication

Rating _____ Emphasis _____

Written communication is understandable, succinct and appropriate for the audience and intended purpose

Verbal communication is open, responsive, courteous and protective of the City's legal position
Effectively informs and educates citizens and constituents affected by issues being addressed by City Council

Effectively communicates Council policy to the Council, media, public and City staff

General Comments or Examples: _____

Work Product

Rating _____ Emphasis _____

Prepares ordinances, resolutions, contracts and other legal work accurately and consistent with the direction and objectives communicated by Council, City Manager and staff

Accurately identifies and addresses all legal issues within documents and items reviewed

Displays a positive attitude in responding to requests

Standard forms are developed and used where possible to minimize cost of preparation of legal Documents

Demonstrates effectiveness in settlement offers and negotiations

General Comments or Examples: _____

Responsiveness/Timeliness of Actions

Rating _____ Emphasis _____

Requested legal work and assignments completed in a timely manner within established timeframes

Is accessible when needed to respond to request for legal information or assistance

Legal reviews and requests for information are completed in time to avoid delay to City projects, programs and other tasks

Accurately interprets and clarifies Council and City Manager direction

Effectively follows up on requests that are made

Takes initiative to do what is necessary to get the job done

General Comments or Examples: _____

Overall Performance of City Attorney's Office

Rating _____ Emphasis _____

Fosters cooperation and coordination between the City Attorney's Office and City departments

Organizational structure and environment maximize the effective provision of legal services

Achieves desired legal outcomes

Makes a serious effort to contain legal costs

The City Attorney's Office demonstrates consistently high-quality performance

General Comments or Examples: _____

Rating Summary

Categories	Rating
Communication	
Work Product	
Responsiveness	
City Attorney's Office	

Significant Accomplishments: _____

Areas Needing Improvement: _____
