

BCWMC ADMINISTRATOR PERFORMANCE EVALUATION FORM

Annual Administrator Review

Review Period: January 1, 2024 – December 31, 2024

(Please return completed form confidentially to: _____)

Rating Scale:

1	2	3	4	NI
Improvement Recommended (IR)	Good	Very Good	Outstanding	No Information

Comments Section: Specific reasons must be listed in this section for all **IR ratings**. This section may also be used to provide any additional information relevant to the performance factor.

PERFORMANCE FACTORS

CIRCLE APPROPRIATE RATING

ORGANIZATION AND QUALITY	1	2	3	4	NI
Uses logical sequences to complete tasks; demonstrates creativity and improvisation; offers cost effective and efficient solutions; produces accurate, neat and comprehensive work.					
Comments:					

INITIATIVE AND RESPONSIBILITY	1	2	3	4	NI
Correctly, assesses situations and recognizes Commission priorities and needs; is self-sufficient and appropriately autonomous; recognizes personal mistakes; ability to learn from mistakes; takes responsible action under stress.					
Comments:					

JUDGEMENT AND JOB KNOWLEDGE	1	2	3	4	NI
Understands required job skills/knowledge; recognizes problem ramifications/implications; offers feasible and relevant ideas and solutions; maintains knowledge of emerging developments in profession.					
Comments:					

WORK HABITS	1	2	3	4	NI
Is punctual and reliable; follows up on requests and assignments; follows policies and adheres to organization deadlines; requires little direction or follow-up.					
Comments:					
COMMUNICATION SKILLS	1	2	3	4	NI
Communicates well both orally and in written form; prepares organized and appropriately detailed materials; speaks well in public (prepared, professional, gives direct answers); public relations/customer service qualities (understanding, helpfulness and follow-up); solicits ideas, suggestions and opinions of others; covers an issue thoroughly without overdoing it; communicates in a straightforward manner, even when dealing with sensitive issues.					
Comments:					

LEADERSHIP CHARACTERISTICS	1	2	3	4	NI
Instills trust, is honest when dealing with others, keeps promises and can be trusted with confidential information; provides direction and makes expectations clear; establishes a manageable workload for commission and self; knows when to delegate and when to take personal responsibility. Keeps focus on the big picture while implementing details.					
Comments:					

OVERALL PERFORMANCE COMMENTS: What suggestions, ideas or concerns do you have about your administrator?					
OVERALL PERFORMANCE RATING	1	2	3	4	NI

BCWMC ENGINEERING PERFORMANCE EVALUATION FORM

Annual Engineering Team Review

Review Period: January 1, 2024 – December 31, 2024

(Please return completed form confidentially to: _____)

Rating Scale:

1	2	3	4	NI
Improvement Recommended (IR)	Good	Very Good	Outstanding	No Information

Comments Section: Specific reasons must be listed in this section for all **IR ratings**. This section may also be used to provide any additional information relevant to the performance factor.

PERFORMANCE FACTORS

CIRCLE APPROPRIATE RATING

ORGANIZATION AND QUALITY	1	2	3	4	NI
Uses logical sequences to complete tasks; offers cost effective and efficient solutions; produces accurate, organized, understandable, and comprehensive work.					
Comments:					

INITIATIVE AND INNOVATION	1	2	3	4	NI
Proactively assesses situations and recognizes Commission priorities and needs; provides solutions to Commission problems with innovation, creativity, and critical thinking.					
Comments:					

JUDGEMENT AND JOB KNOWLEDGE	1	2	3	4	NI
Lives up to their commitments to BCWMC commissioners and projects including appropriate scope, schedule, budget, and communication.					
Comments:					

WORK HABITS	1	2	3	4	NI
Is punctual and reliable; follows up on requests on assignments; follows policies and adheres to organization deadlines.					
Comments:					
COMMUNICATION SKILLS	1	2	3	4	NI
Communicates well both orally and in written form; prepares organized and appropriately detailed materials; speaks well in public (prepared, professional, gives direct answers); public relations/customer service qualities (understanding, helpfulness and follow-up); solicits ideas, suggestions and opinions of others; covers an issue thoroughly without overdoing it; communicates in a straightforward manner, even when dealing with sensitive issues.					
Comments:					

TEAM CHARACTERISTICS	1	2	3	4	NI
Instills trust, is honest when dealing with others, provides an appropriate team with the right people for the job, appropriate capacity, accessibility, timely replies/responsiveness, skills.					
Comments:					

OVERALL PERFORMANCE COMMENTS: What suggestions, ideas or concerns do you have about your engineering team?					
OVERALL PERFORMANCE RATING	1	2	3	4	NI