**PERFORMANCE REVIEW MANAGER**

For the period beginning and ending \_

Rating

U = Unsatisfactory

ME = Meets Expectations 0 = Outstanding

NI = Needs Improvement EE = Exceeds Expectations

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| PUBLIC RELATIONS | U  UU | NI | ME | EE | 0 |
| Maintains a proactive image of district programs in the community through effective utilization |  |  |  |  |  |
| Ensures that a public perception of service by the District is with courtesy and professionalism |  |  |  |  |  |
| Remains accessible to the community |  |  |  |  |  |
| Effectively handles citizen complaints/inquires |  |  |  |  |  |

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ADMINISTRATION | U | | NI | ME | EE | 0 |
| Plans and organizes implementation of programs and policies approved or adopted by the Board of Directors |  | |  |  |  |  |
| Provides a clear, concise budget document that funds District services |  | |  |  |  |  |
| Administers the adopted budget within approved revenue and expenditure allocations |  | |  |  |  |  |
| Plans and organizes the maintenance of District-owned facilities, buildings, and equipment to ensure maximum and safe utilization |  | |  |  |  |  |
| Plans for future staffing needs to meet District established service levels |  | |  |  |  |  |
| Plans and organizes programs to maintain quality staff |  | |  |  |  |  |
| Manages general District operations, including supervision of District staff |  |  |  |  |  |  |

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| RELATIONSHIP WITH BOARD OF DIRECTORS | U | NI | ME | EE | 0 |
| Maintains effective communications with the Board of Directors |  |  |  |  |  |
| Plans and organizes materials to present comprehensive information to the Board that assist in decision making |  |  |  |  |  |

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| PERSONAL *I* PROFESSIONAL DEVELOPMENT | U | NI | ME | EE | 0 |
| Maintains relationships with professional associations and colleagues |  |  |  |  |  |
| Attends conferences and seminars to remain aware of developments in the field of communication |  |  |  |  |  |

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| PUBLIC RELATIONS | u | | NI | | ME | EE | | 0 |
| Maintains a proactive image of the district programs in the community through effective utilization |  | |  | |  |  | |  |
| Ensure that a public perception of service by the District is with courtesy and professionalism |  | |  | |  |  | |  |
| Remains accessible to the community |  |  |  |  |  |  |  |  |

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ACCOMPLISHMENTS AND ACHIEVEMENT OF GOALS

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FUTURE GOALS (Mutually Agreed Upon for Next Review Period)

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Manager Date President, Board of Directors Date