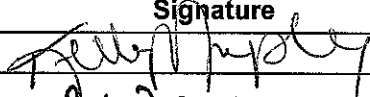
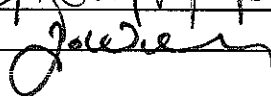


**2011 SUPERVISORY PERFORMANCE EVALUATION**  
**January 1, 2011 – December 31, 2011**

Last Name:	Murphy	First Name:	Kelly
Title:	Development Administrator		
Department:	Development Administration		
Years in Present Position:	Hire: December 5, 2005		
Overall Rating:	Satisfactory	Evaluation Date:	December 23, 2011

**SIGNATURES**

	Name (Print or Type)	Signature	Date
Employee	Kelly Murphy		1/10/12
Supervisor	John DeStefano, Jr.		1-10-12

**Instructions:**

Below you will find a series of Performance Goals for all incumbents to be evaluated. Please initial that you have discussed both strengths and weaknesses in each of the categories listed.

You should indicate areas that need improvement and develop appropriate corrective actions plans to be used for future discussion and evaluation.

After you have discussed each of the categories, please rate the incumbent as "Satisfactory" or "Unsatisfactory." The definitions appear below.

Be sure that you both sign this cover sheet to return to the attention of Stephen J. Librandi, Manager of Human Resources and Benefits.

SATISFACTORY PERFORMANCE	UNSATISFACTORY PERFORMANCE
(Always Achieves Standards)	(Below Minimum Standards)
Far exceeds expectations. Outstanding producer and extremely accurate worker. Achieves peak performance. Completely understands the relationship and duties of related jobs. Totally dependable in performing work, including non-routine assignments. Consistently responsive to work requests.	Meets some job standards, or only the minimum standards necessary to complete assignments. Often requires supervision. Does not regularly perform full scope of job responsibilities. Marginally responsive to work requests.

BELOW ARE A SERIES OF JOB COMPETENCIES AND DEFINITIONS REQUIRED OF EACH INCUMBENT BEING EVALUATED. PLEASE READ OVER EACH COMPETENCY AND ITS DEFINITION WITH THE INCUMBENT AND DISCUSS INDIVIDUAL STRENGTHS AND WEAKNESSES.

### 1. QUALITY OF WORK

Consider the accuracy and completeness of the incumbent's work, as well as presentation of the work, promptness and acceptability of work performed. Assess achievement in areas previously discussed and evaluated, if applicable.

*Very good. Your technical skills are very sound.*

Discussed: Supervisor Jon Incumbent Ken

### 2. DEPARTMENTAL INITIATIVES AND ACHIEVEMENTS

Consider the success (or failure) of the incumbent's initiatives and achievements of the past 6 months. Consider the degree to which the incumbent has managed time, resources and budget in order to accomplish departmental mission and achievements.

*On target.*

Discussed: Supervisor Jon Incumbent Ken

### 3. JOB KNOWLEDGE

Consider the degree of an incumbent's knowledge and application of technical procedural and operational know-how to get the job done, as well as understanding trends and developments in his/her area of expertise.

*As indicated above in #1, very good.*

Discussed: Supervisor Jon Incumbent Ken

### 4. PERFORMANCE STANDARDS

In this section, assess the incumbent's ability to achieve high performance standards on a consistent basis. Consider both the quality and quantity of work produced, consistency of work pace, ability to meet schedules and deadlines and meet work objectives. Assess efforts to assist others and identify ways to improve productivity and performance within his/her department.

*I know you feel stressed, you point that out. Fill vacancies ASAP.*

Discussed: Supervisor Jon Incumbent Ken

## 5. CUSTOMER SERVICE

Consider "customers" to include members of the public, elected officials, other City departments, and other consumers of services provided by the individual department. Evaluate the timeliness, accuracy, and completeness of the information provided. Assess the manager's attitude, helpfulness and follow through to resolve customer concerns or conflicts.

*Good in the development community. You are going to have to spend considerable time re-educating and talking to lots of new actors.*

Discussed: Supervisor JM Incumbent KM

## 6. SELF MANAGEMENT

Evaluate and discuss the manager's ability to efficiently perform assigned tasks with minimal direct supervision and make good use of his/her time and available resources. Consider behavioral characteristics such as dependability, motivation, leadership, punctuality, conflict management and resolution skills. Take into account the manager's recognition of trends and best practices within his/her field of expertise.

*Very good. Self motivated. A lot to manage.*

Discussed: Supervisor JM Incumbent KM

## 7. WORK ENVIRONMENT

Consider the manager's success at creating a work environment where there is a spirit of cooperation, respect and opportunity; where there is a sense of ownership and involvement, and where diversity is appreciated and valued. Does the manager apply citywide code of conduct policies efficiently, fairly and effectively. Also consider the manager's ability to create a cohesion among employees.

*Seems fine. Your thoughts?*

Discussed: Supervisor JM Incumbent KM

## 8. PROBLEM SOLVING AND DECISION MAKING

Consider the manager's ability to evaluate information and compare alternatives leading to sound, informed and timely decisions. Assess ability to resolve operational, performance and employee issues effectively; and exercise good judgment in decision making and conflict resolution. Evaluate the manager's ability to manage multiple tasks, projects and timelines. Consider the stress management skills of the manager.

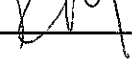
*Very good.*

Discussed: Supervisor JM Incumbent KM

### 9. LEADERSHIP AND INTERPERSONAL SKILLS

Consider the manager's ability not simply to motivate employees, but also to manage and discipline effectively and consistently. Is the manager able to communicate information about the Administration's vision and goals to his/her departmental staff? Does the manager exercise appropriate conflict resolution skills with employees?

*Good. Lots of talking to do with others though -- and in new areas where we haven't gone before. But will be going.*

Discussed: Supervisor  Incumbent 

### 10. COMMITMENT TO DIVERSITY

Consider the manager's ability to foster a work environment that seeks understanding and respect of all employees. Assess the manager's leadership on issues of diversity. Does the manager exercise leadership on issues of diversity? Assess the manager's ability to manage differences with skill and sensitivity. Does the manager actively promote diversity and serve as a role model for his/her department.

*Very good.*

Discussed: Supervisor  Incumbent 

### 11. ETHICS IN GOVERNMENT

Does the manager exhibit strong ethical behavior, supporting all policies, procedures and directives regarding Ethics in Government? Does the manager serve as a role model to others?

*Excellent.*

Discussed: Supervisor  Incumbent 

\* \* \* \* \*

Rate the employee's OVERALL performance for the period January 1, 2011 – December 31, 2011.

SATISFACTORY

  X  

UNSATISFACTORY

\* \* \* \* \*

**Optional: Please list any 2012 Goals and Objectives for this incumbent.**

***As identified in 2012 Staff Agenda.***

**Optional: Please provide additional written comments which are not reflected in the above.**

***That said above, why not give me a brief summary of your principal objectives for the year in a very short memo.***