

Security Verification: City of Denton Employee Review

Employee Validation Page



In order to access your review, please validate your identity by entering the last four digits of your SSN after confirming the Employee ID belongs to you.

Employee ID

Last 4 of SSN

This information will not be stored.

The employee ID and personal ID combination entered does not match J. D. Edwards. Please correct and try again. If you feel this information is in error, please contact your HR Business Partner.

City of Denton Employee Review 2022



Employee_ID [REDACTED]

Employee Name David Gaines

Position ID GX8206

Department/Division City Manager-Administration

HBU 103001

Supervisor Hensley, Sara [REDACTED]

Section I: City-Wide

Instructions: Use the questions below to evaluate the employee, selecting the category that most accurately describes your objective assessment for each item.

Exceptional Performance/ Exceeds Expectations	Solid Performance/ Meets Expectations	Would Like You to Focus On/ Improvement Needed
Employee consistently performs at a level that significantly exceeds expectations; above and beyond	Employee consistently meets expectations and may occasionally exceed expectations; satisfies all essential job requirements	Employee demonstrates inconsistent levels of performance or performs below required standards and expectations for the position; action is necessary to correct performance

Quality of Work:

Work is completed accurately (few to no errors), efficiently and within deadlines with minimal supervision

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Exceptional Performance/Exceeds Expectations

Attendance & Punctuality:

Reports for work on time, provides advanced notice of need for absence

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Solid Performance/Meets Expectations

Reliability/Dependability:

Follows directions, manages time and workload effectively to meet responsibilities

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Exceptional Performance/Exceeds Expectations

Communication Skills:

Written and oral communications are clear and effective; listens and comprehends well, collects and shares information transparently

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Exceptional Performance/Exceeds Expectations

Judgment & Decision-Making:

Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and displays creativity in problem-solving

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Exceptional Performance/Exceeds Expectations

Initiative & Flexibility:

Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Exceptional Performance/Exceeds Expectations

Collaboration & Teamwork

Works in a cooperative and collaborative manner within department and with other departments, often goes above and beyond customer expectations; manages interpersonal conflicts constructively and respectfully; works across department lines to solve issues and prepare annual budget

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Exceptional Performance/Exceeds Expectations

Knowledge of Position:

Possesses required skills, knowledge, and abilities to competently perform the functions of the position

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Solid Performance/Meets Expectations

Training & Development:

Continually seeks ways to strengthen performance and regularly monitors new development in field of work

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Solid Performance/Meets Expectations

Promoting a safe work environment:

Demonstrates knowledge and understanding of departmental safety practices; takes initiative in correcting safety issues as they arise

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Solid Performance/Meets Expectations

Leadership – Supervisors

Sets a high standard that others are inclined to follow. Reflects the City’s Core Values

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Exceptional Performance/Exceeds Expectations

Future Planning – Supervisors

Continually plans and coordinates long and short-term goals, establishes plans, policies, processes that improve performance and productivity

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Exceptional Performance/Exceeds Expectations

Fiscal Responsibility – Supervisors

Processing and approving financial transactions including timecards, preparation and oversight of assigned operating and or capital budgets, and monitoring of internal controls

Supervisor Rating Exceptional Performance/Exceeds Expectations

Self Evaluation Exceptional Performance/Exceeds Expectations

City of Denton Employee Review 2022 (Cont.)

Section II: Job-Specific Items

Instructions: List the major responsibilities of the position. Select the category that most accurately describes your objective assessment for each item added.

Exceptional Performance/ Exceeds Expectations	Solid Performance/ Meets Expectations	Would Like You to Focus On/ Improvement Needed
Employee consistently performs at a level that significantly exceeds expectations; above and beyond	Employee consistently meets expectations and may occasionally exceed expectations; satisfies all essential job requirements	Employee demonstrates inconsistent levels of performance or performs below required standards and expectations for the position; action is necessary to correct performance

Job-Specific Performance

Job Specific Performance	Rating
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Section III: Employee Development

Instructions: Use the arrow to the right of "Career Conversations" below to expand the guide for discussing with the employee their current aspirations. After discussing with the employee, check the box that most closely reflects their current mindset:

Self Evaluation Content with Current Position

Career Conversations

Of all the responsibilities a leader has, the development of their people is one of the most important. Successful leaders are familiar with their people's ambitions and goals and work to help them develop and achieve them. Leaders should be in constant contact with their people and hold regular developmental conversations. Use the information below as a guide to start these conversations and check-in with your employees.

Content with Current Position

- How can I assist you in increasing your job satisfaction?
- Is there anything we can do together to make you even more effective at work?
- What can you do to help us improve a process or customer experience or help a coworker?

Want More from Current Role

- What is your favorite part of your current job?
- What hidden talents or skills do you have that you'd like to be able to use at work?
- To reach your career goals, what do you need to learn next?

Want to Explore Possible Opportunities (Within or outside of Department)

- What processes or department(s) interest you most?
- What career(s)/job(s) interest you?
- If you could tour a facility, what would it be/ is there an employee you'd like to shadow?

Want Something Different

- What do you want to do that you haven't had the opportunity to do in the past year?
- What hidden talents or skills do you have that you'd like to be able to use at work?
- Are you looking for a challenge? Or are you thinking about a career change?

Thinking of Leaving the City

- What would convince you to stay at the City?

Questions for the Employee to Consider:

What were some of your major achievements this past year?

Who are your primary customers and how well have you served them in this past year?

What are some behaviors, skills, results you could improve/enhance? Describe

Are there additional skills and knowledge that would help you more effectively perform your job and/or enhance your growth opportunities?

Section IV: Overall Comments

Instructions: The supervisor and employee should use the space below to comment on any of the information contained in the Sections above. You may also use the space to detail any strengths/accomplishments, growth opportunities, goals, etc.

Supervisor

Comments:

David is doing a great job especially with all the needed changes we have had to make. He digs in to find out what is needed and then recommends the appropriate changes. David is respected by his direct reports and allows them to do their jobs and make decisions. I value David's thoughts and ideas as well and his support. I think we finally have an outstanding team in the CMO that focuses on long term, well planned and strategic outcomes. David is well respected by the Mayor and Council and does a great job of running the organization when I am out or unable to do so due to other outside obligations.

While it is a tough effort working in the City of Denton with the different personalities of the Council, it makes it much easier when I work with such a talented Deputy City Manager. I am very lucky to work with David, Frank and Christine.

Continue to challenge yourself. You are doing a great job.