



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Town Manager

Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

Town of Truro – Town Manager Performance Evaluation-Appendix B-10.28.2025 SELECT BOARD'S INDIVIDUAL EVALUATION FORM

Evaluation Period: _____

Town Manager: _____

Reviewer: _____

Date: _____

Rating Scale

- **E – Excellent/Outstanding:** Performance consistently exceeds expectations.
- **M – Meets Expectations:** Performance consistently meets expectations.
- **I – Improvement Needed:** Performance does not consistently meet expectations.

Overall Professional Conduct:

- Diligent and thorough in the discharge of duties.
- Acts with integrity, honesty, and professionalism.
- Maintains knowledge of developments in local, regional and state government management
- Demonstrates initiative and achieves results beyond established goals.
- Identifies and pursues professional and personal development opportunities

Comments:

1. Team Leadership

Key Competencies:

- Recruits and retains competent personnel for staff positions.
- Applies appropriate supervision to improve substandard performance.
- Promotes training and development opportunities at all levels of the organization.
- Encourages department managers to make decisions within their jurisdictions while maintaining appropriate oversight.
- Instills confidence and promotes initiative in subordinates through supportive management.

- Develops and maintains friendly yet professional relationships with staff.
- In addition to annual performance review, provides clear and concise feedback to direct reports throughout the year.
- Encourages teamwork, innovation, and effective problem-solving among staff members.
- Identifies and pursues professional development opportunities for staff to foster leadership growth and organizational effectiveness.
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Rating: _____

Comments:

2. Financial Management (Budget)

Key Competencies:

- Appropriately monitors and manages all fiscal activities of the organization.
- Prepares a balanced budget that provides services at a level deemed appropriate by the Select Board.
- Makes the best possible use of available funds while ensuring efficiency and effectiveness.
- Prepares accurate budget recommendations that are accessible to all stakeholders.
- Demonstrates accountability and fiscal responsibility in planning and decision-making.
- Ensures professional management of the Town's compensation and benefits plans.
- Keeps informed of and pursues grant or other funding opportunities that may provide outside financing for town initiatives.

Rating: _____

Comments:

3. Communications

Key Competencies:

- Provides regular reports to the Select Board on matters of importance to the Town.
- Responds promptly and thoroughly to stakeholder requests for information.
- Helps facilitate Select Board decision-making as defined within the powers of the Town Charter.
- Produces written reports that are accurate, comprehensive, concise and tailored to the intended audience.
- Promotes transparency by producing reports open to public scrutiny.

- Disseminates complete and accurate information equally to all Select Board members.
- Takes initiative to provide advice and recommendations on non-routine matters.
- Responds constructively to feedback and guidance from the Select Board
- Demonstrates integrity, composure, and fairness in all communications.

Rating: _____

Comments:

4. Community Engagement

Key Competencies:

- Is responsive and accessible to residents and community members.
- Demonstrates dedication to public service and the well-being of the community.
- Maintains a fair and impartial approach in all interactions.
- Meets with and listens to members of the community to understand their concerns.
- Shares responsibility for addressing issues facing the Town.
- Builds and maintains cooperative relationships with neighboring towns and regional, state, and federal agencies.
- Avoids unnecessary controversy and fosters a sense of civic trust.

Rating: _____

Comments:

5. Strategic Planning

Key Competencies:

- Stays informed on emerging trends in local, regional, state or federal government which have a bearing on Truro Town Governance.
- Demonstrates willingness to innovate and explore new ideas.
- Facilitates effective decision-making by providing data, context, and recommendations.
- Develops forward-looking strategies that align with the Town's long-term goals and priorities.
- Facilitates cross-training and succession planning for key management roles.
- Integrates sustainability, responsible growth, and community values into strategic initiatives.

Rating: _____

Comments:

Progress Towards Current Year Goals:

Additional Actions/Achievements:

Learning & Development Recommendations:

Reviewer Summary Evaluation

Overall Rating: _____

Reviewer Comments:

Signatures

Reviewer: _____ Date: _____

Town Manager: _____ **Date:** _____

(Acknowledgement of review and receipt of evaluation.)