TOWN OF BLACK MOUNTAIN TOWN ATTORNEY PERFORMANCE EVALUATION FORM

Employee Name:
Town Council Member:
Date Submitted:
Each member of the elected body should complete this evaluation form, sign it in the space below, and return it to Town Clerk Wesley Barker. Evaluations will be summarized and included for discussion at a closed session.
Part 1. Assessment of Performance Areas Use the following three-point scale to evaluate the Town Attorney's performance for the seven performance areas outline below. 1= Needs Improvement 2 = Meets Expectations 3 = Exceeds Expectations N/A = Not Applicable This evaluation form also contains a provision for entering narrative comments, including responses to specific questions and any observations you believe appropriate and pertinent to the rating period.

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PERFORMANCE AREAS	RATINGS
1. COMMUNICATIONS WITH THE COUNCIL	
Maintains effective and open lines of communication with the Council as a body and with individual members, responding to requests in a timely and thorough manner.	
Is accessible when needed to respond to requests for legal information and assistance.	
Keeps the Council apprised of ongoing and current legal issues involving the Town.	
Accurately interprets and clarifies Town Council direction.	
Comments:	

PERFORMANCE AREAS	RATINGS
2. PROFESSIONALISM	
Represents the Town in a professional and ethical manner.	
Is impartial and objective in their duties and responsibilities.	
Invests sufficient effort toward being diligent and thorough in the discharge of their duties.	
Comments:	

PERFORMANCE AREAS	RATING
3. MANAGEMENT OF LEGAL AFFAIRS	
Aggressively represents the interests of the Town as directed by the Town Council.	
Suggests and pursues creative solutions to legal issues involving the Town.	
Conveys information effectively and can articulate their position and offer legal recommendations while respecting the Council's policy prerogative.	
Uses an effective approach to achieving the best possible legal outcomes for the Town's interests given the issues that arise.	
Comments:	

NARRATIVE EVALUATION

What would you identify as the Attorney's strength(s), expressed in terms of principle results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the Attorney to enhance performance?

What other comments do you have for the Attorney (e.g., priorities, expectations, goals, or objectives for the new rating period)?