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**Performance Planning Process for Council Appointees  
April 2013**

The Finance and Effective Infrastructure Council Committee in conjunction with the Human Resources Department has developed a recommendation for a performance planning process for Council appointees. It was stressed that this process should be consistent with the ePerformance process being used with other City employees. The key elements of the ePerformance process are:

- Accountability
- Proactive rather than reactive
- Performance planning
- Collaboration
- Transparency
- Measurable goals (X to Y by when)
- Two-way communication and feedback
- Alignment of employee's goals to the organization's mission
- Identification of employee's future development opportunities

Incorporating the above principles plus building upon Human Resources best practices and the experience of previous Council appointees' reviews, the following process is recommended:

**Performance Planning Process for Council Appointees**

1. The Council appointees\* will participate in the Performance Planning process annually and the process will be conducted for all appointees during the same time period each year.
2. The City Council will select a neutral facilitator to manage the process and the Human Resources Director will be the point of contact for the facilitator.
3. A Performance Planning questionnaire that will be utilized in the process to gather feedback from City Council will be drafted by the facilitator with the assistance of the HR Director as needed. The questionnaire will allow for feedback and review of the previous year's performance plan goals as well as providing input for the development of potential goals for the upcoming year. The Performance Planning questionnaire will be shared with City Council before it is finalized and with the appointees once finalized.

\*In the case of the Tempe Presiding Judge, the Maricopa County Superior Court Presiding Judge will be consulted concerning the plan for administrative review. The Arizona State Constitution states that the Chief Justice of the Supreme Court "shall" exercise administrative supervision over all of the courts of the state, and this supervision has been delegated to the Presiding Judge of each county.

4. Each Council Appointee will complete a written response to the Performance Planning questionnaire and submit it to the facilitator. The facilitator may share the information in the self-evaluations with Council members during one-on-one meetings.
5. The HR Director will facilitate the scheduling of individual, confidential one-on-one meetings between the facilitator and each member of City Council. At these meetings the facilitator will utilize the Performance Planning questionnaire and ask the Council member for their responses to the questions which they will have had an opportunity to review prior to the meeting. Council members will also be given the opportunity during the meeting to provide any additional information to the facilitator for inclusion in a Performance Planning summary report. These meetings may cover the Performance Planning process for one or more appointees.
6. The facilitator will write a Performance Planning summary report for each appointee that outlines Council's feedback in a manner that maintains the anonymity of the individual Council members.
7. The Performance Planning summary reports will be presented to City Council at an Executive Session by the facilitator.
8. Subsequently, the results of the performance planning process and the final summary report will be shared by the City Council with each Council Appointee at an Executive Session.