

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2006

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO #19: EMPLOYEE EVALUATION

This memo responds to Councilman Krupicka's request for an employee evaluation form. It should be noted that these evaluations are utilized to rate all non-supervisory employees. The employee's supervisor completes these forms (Attachment I). These evaluations take place once a year on the employee's anniversary date.

There are other evaluation forms (Attachment II) used for rating supervisory employees, who are rated by their next immediate supervisor.

Attachment I: Employee Evaluation Forms
Attachment II: Supervisor Evaluation Forms