

Oakville Public Library CEO Performance Review

COMPETENCY FEEDBACK

In addition to the summary of achievements outlined in the attached briefing note, the OPL Board will review competencies. Competencies measure how you do your job and not what you do. The following 7 competencies are to be measured for the CEO.

RATING STANDARDS

- 1 – ***Occasionally*** displays behaviour at expected level although requires guidance
 2 – ***Regularly*** displays behaviour at expected level
 3 – ***Always*** displays behaviour above expected level; considered a leader in this competency

CORE COMPETENCIES

Strategic Thinking <ul style="list-style-type: none"> You lead the OPL towards the long-term vision established by the Board You lead with a strategic lens and corporate perspective. Program services are aligned with the Board's strategic direction Using data, you identify patterns, connections, opportunities or barriers and address key underlying issues You demonstrate political acuity and an understanding of the political and administrative environment that affects the organization 	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>
Innovative Solutions and Ideas <ul style="list-style-type: none"> You encourage continuous improvement, develop new insights and apply innovative solutions to improve the organization and generate efficiencies You undertake a client-centric approach to services provided by the OPL You build a shared vision and provide ongoing guidance and support which will generate and maintain enthusiasm and commitment to the change process 	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>
Collaboration and Partnership <ul style="list-style-type: none"> You identify and initiate partnerships with both the town and public, developing and maintaining them in a way that is of mutual benefit to both parties You demonstrate an understanding of the diversity of business and customer needs and expectations You collaborate with other people, town departments or organizations, and build relationships in pursuit of a commonly identified goal You believe that the ideas, comments and opinions of everyone involved in a project are valued in the achievement of common goals 	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>

Appendix A

Achieve Results <ul style="list-style-type: none"> You deliver, execute and achieve results You mobilize and manage resources to deliver services, improving outcomes and adding value You consider context, priorities, risks and business intelligence to support high-quality and timely decisions 	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>
People <ul style="list-style-type: none"> You inspire, manage and motivate the people you lead You manage performance, provide constructive and respectful feedback to encourage and enable performance excellence 	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>
Resources and Financial Accountability <ul style="list-style-type: none"> You manage financial and organizational resources through fiscal responsibility and prudence You understand the financial (budgetary) implications of decision making and adjust/react accordingly You prioritize, quantify, monitor and control resources and costs within budget 	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>
Personal Leadership <ul style="list-style-type: none"> You demonstrate commitment to openness, honesty, inclusiveness, loyalty, high standards and quality output You behave consistently with the town's values and act with integrity, respect and accountability You establish and maintain personal credibility and commit to personal growth and ongoing learning and development You value the well-being of self and manage a healthy work-life balance 	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>

COMMENTS

PERFORMANCE MANAGEMENT SUMMARY

The performance rating is the overall rating that best represents the overall performance for the period. The rating is determined by the summary of achievements and the competency feedback.

<input type="checkbox"/>	NOT ACHIEVING – performs below expectations for quality and quantity of work and/or requires more than normal guidance and supervision. Requires immediate improvement in performance.
<input type="checkbox"/>	PROGRESSING/PARTIAL SUCCESS – requires further development to meet performance standards. May be new in position or displays inconsistent performance. Behaviours displayed are approaching but below expected level.
<input type="checkbox"/>	FULLY SUCCESSFUL – consistently demonstrates performance at the expected level. Is fully competent in the position. Meets and occasionally exceeds key objectives set. Demonstrates behaviour at the expected level on a consistent basis.
<input type="checkbox"/>	HIGHLY SUCCESSFUL – consistently demonstrates performance above the expected level. Frequently performs above the requirements for the position. Work is of high quality, produced without guidance. Most objectives are “exceeded”.
<input type="checkbox"/>	EXCEPTIONAL – significantly exceeds performance expectations. Results attained are far superior to goals set. Performs exceptionally on a consistent basis over the entire review period. Results attained are highly visible, measurable and contribute significantly to the division/department’s success. All key objectives are “exceeded”. Behaviours demonstrated far exceed expectations.

Signatures:

OPL Board Chair: _____

Date signed: _____

CEO: _____

Date signed: _____