



# Watertown City Council

## Committee on Personnel and City Organization Meeting

Tuesday, June 25, 2024 at 6:15 PM  
City Council Office - Second Floor

### Agenda

#### **ACCESS INFORMATION:**

- A. This meeting will be held on June 25 at 6:15 P.M. Location: City Council Office
  - B. Public may comment through email: [ngardner@watertown-ma.gov](mailto:ngardner@watertown-ma.gov)
  - C. Please Visit the Committee on Personnel and City Organization Webpage here:  
[https://watertownma.portal.civicclerk.com/?category\\_id=85](https://watertownma.portal.civicclerk.com/?category_id=85)
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- 1. Call to Order
- 2. Discussion
  - A. Review of the Council Clerk Evaluation Form
- 3. Adjournment

#### **ELECTED OFFICIALS**

Caroline Bays,  
Chair

John G. Gannon,  
Vice Chair

Nicole Gardner,  
Secretary

# Town of Watertown

## EMPLOYEE PERFORMANCE REVIEW – COUNCIL CLERK

Reviewer:

Date:

### EVALUATION

(1) Unsatisfactory   (2) = Marginal   (3) = Meets Requirements   (4) = Exceeds Expectations   (5) = Exceptional

Demonstrates Required Job Skills And Knowledge

Has The Ability To Learn And Use New Skills

Uses Resources Available In An Effective Manner

Responds Effectively To Assigned Responsibilities

Meets Attendance Requirements

Listens To Direction From Councilors

Takes Responsibility For Actions

Honors Commitments

Demonstrates Problem Solving Skills

Offers Constructive Suggestions For Improvement

Generates Creative Ideas And Solutions

Meets Challenges Head On

**ADDITIONAL COMMENTS (Use reverse if necessary):**

**GOALS FOR THE COMING YEAR**