



# ANNUAL GENERAL REGISTRAR PERFORMANCE REVIEW

GENERAL REGISTRAR NAME (FIRST, MI, LAST): \_\_\_\_\_

ELECTORAL BOARD MEMBER'S TITLE: \_\_\_\_\_

LOCALITY NAME/LOCALITY CODE: \_\_\_\_\_

PERIOD OF REVIEW: From: \_\_\_\_\_ To: \_\_\_\_\_

TIME IN CURRENT POSITION: \_\_\_\_\_

## PART I - INSTRUCTIONS TO Electoral Board

§24.2-109.1 of the Code of Virginia provides that the “electoral board shall conduct an annual performance review of the general registrar for years ending June 30, 2006 and for years thereafter.” The code requires that the review be completed by August 1 of each year. The review shall be conducted in accordance with the form and format prescribed by the Department of Elections. The board must retain a copy of the completed review and provide a copy of appendix 3 to the Department of Elections. Listed below are five performance factors, seven behavioral traits, and five supervisory factors that are important in the performance of the General Registrar’s job. Performance factors and behavioral traits must be utilized for all General Registrars. The supervisor factors should be used only for General Registrars with supervisory responsibilities. **NOTE: A rating of Unacceptable (1), Needs Improvement (2) or Exceptional (5) requires COMMENTS** The “overall performance” review should reflect the General Registrar’s total performance, including the performance factors as related to the General Registrar’s responsibilities and duties as set forth in the job description, behavioral traits and supervisory factors, if applicable. Appendix 3 is to be remitted to the Department of Elections and shall serve as the Board’s official record of the review.

<b>MARKING INSTRUCTIONS</b>	1. The Electoral Board should indicate the General Registrar’s performance by using <i>check box</i> next to the appropriate level of performance.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the General Registrars’ performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = **EXCEPTIONAL** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.



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## PART II - PERFORMANCE FACTORS

- 1. Knowledge, Skills, Abilities** – Consider the degree to which the General Registrar exhibits the required level of job knowledge and/or skills to perform the job and this General Registrar’s use of established techniques, materials and equipment as they relate to performance.

Unacceptable ..... Exceptional  
 = 1                    = 2                    = 3                    = 4                    = 5

Comments:

- 2. Quality of Work** – Does the General Registrar complete assignments meeting quality standards? Consider accuracy, neatness, thoroughness and adherence to stated policies and legal standards.

Unacceptable ..... Exceptional  
 = 1                    = 2                    = 3                    = 4                    = 5

Comments:

- 3. Quantity of Work** – Consider the results of this General Registrar’s efforts. Does the General Registrar demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?

Unacceptable ..... Exceptional  
 = 1                    = 2                    = 3                    = 4                    = 5

Comments:

- 4. Work Habits** – To what extent does the General Registrar display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules and organizational policies.

Unacceptable ..... Exceptional  
 = 1                    = 2                    = 3                    = 4                    = 5

Comments:

- 5. Communication and Customer Service** – Consider job related effectiveness in dealing with others. Does the General Registrar express ideas clearly, both orally and in writing, listen well and respond appropriately? Does the General Registrar handle all citizen complaints and requests for information in an accurate, timely, and non-partisan manner?

Unacceptable ..... Exceptional  
 = 1                    = 2                    = 3                    = 4                    = 5

Comments:



PART III - BEHAVIORAL TRAITS

1. **Dependability** – Consider the amount of time spent directing this General Registrar. Does the General Registrar monitor projects and exercise follow-through; adhere to time frames; is on time for meetings and appointments; and responds appropriately to instructions and procedures?

Unacceptable.....Exceptional  
 1                   2                   3                   4                   5

Comments:

2. **Cooperation** – How well does the General Registrar work with co-workers and Electoral Board members as a contributing team member? Does the General Registrar demonstrate consideration of others; maintain rapport with others; help others willingly?

Unacceptable.....Exceptional  
 1                   2                   3                   4                   5

Comments:

3. **Initiative** – Consider how well the General Registrar seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.

Unacceptable.....Exceptional  
 1                   2                   3                   4                   5

Comments:

4. **Adaptability** – Consider the ease with which the General Registrar adjusts to any change in duties, procedures, laws, the Electoral Board or work environment. How well does the General Registrar accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

Unacceptable.....Exceptional  
 1                   2                   3                   4                   5

Comments:

5. **Judgment** – Consider how well the General Registrar effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.

Unacceptable.....Exceptional  
 1                   2                   3                   4                   5

Comments:

6. **Attendance** – Consider number of absences, use of leave in accordance with stated policy.

Unacceptable     Acceptable

Comments:

7. **Punctuality** – Consider work arrival and departure in accordance with stated policy.

Unacceptable     Acceptable



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Comments:

## PART IV - SUPERVISORY FACTORS

- Leadership** – Consider how well the General Registrar demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.

<b>Unacceptable</b> .....	<b>Exceptional</b>	<b>N/A</b>
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/>

Comments:

- Delegation** – How well does the General Registrar demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?

<b>Unacceptable</b> .....	<b>Exceptional</b>	<b>N/A</b>
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/>

Comments:

- Planning and Organizing** – Consider how well the General Registrar plans and organizes work; coordinates with others, and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.

<b>Unacceptable</b> .....	<b>Exceptional</b>	<b>N/A</b>
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/>

Comments:

- Administration** – How well does the General Registrar perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with Electoral Board and utilize funds, staff or equipment?

<b>Unacceptable</b> .....	<b>Exceptional</b>	<b>N/A</b>
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/>

Comments:

- Personnel Management** – Consider how well the General Registrar serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related problems; assists subordinates in accomplishing their work-related objectives. Does the General Registrar communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?

<b>Unacceptable</b> .....	<b>Exceptional</b>	<b>N/A</b>
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/>

Comments:



**PART V - GOALS/OBJECTIVES/SPECIAL ASSIGNMENTS**

Where goals, objectives, projects, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. In cases where special goals or objectives are not appropriate, the Electoral Board should identify the major duties and/or responsibilities of the job and evaluate the General Registrar accordingly. List and evaluate progress made on major pre-determined goals, objectives, projects, job duties and special assignments by marking the appropriate box. The “Comments” space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

1. Goal/Objective/Project/Major Job Duty/Special Assignment

**Accomplished or Satisfactory Progress**       **Unsatisfactory Progress (See “Comments” Below)**

Comments:

2. Goal/Objective/Project/Major Job Duty/Special Assignment

**Accomplished or Satisfactory Progress**       **Unsatisfactory Progress (See “Comments” Below)**

Comments:

3. Goal/Objective/Project/Major Job Duty/Special Assignment

**Accomplished or Satisfactory Progress**       **Unsatisfactory Progress (See “Comments” Below)**

Comments:

4. Goal/Objective/Project/Major Job Duty/Special Assignment

**Accomplished or Satisfactory Progress**       **Unsatisfactory Progress (See “Comments” Below)**

Comments:



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## PART VI - OVERALL PERFORMANCE

Please use this space to describe the overall performance rating. The overall rating should be a reflection of the performance factors, behavioral traits and supervisory factors.

The General Registrar receiving an overall rating of "Needs Improvement or Unacceptable" must have received notification of the marginal performance during the performance cycle.

The General Registrar who earns an overall rating of "Needs Improvement or Unacceptable" must be reviewed again within three months.

The General Registrar receiving an overall rating of "Exceptional" must have received at least one acknowledgment of the exemplary performance during the performance cycle. However, the receipt of an exemplary performance does not guarantee an overall performance rating of "Exceptional" for that performance cycle.

<b>Unacceptable</b> .....	<b>Exceptional</b>
= 1	= 5
= 2	= 4
= 3	

Comments:

### SIGNATURES

Electoral Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Electoral Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Electoral Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

## PART VII - TO THE GENERAL REGISTRAR:

I have been advised of my performance ratings. I have discussed the contents of this review with my Electoral Board. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## APPENDIX 1: ESTABLISHMENT OF OBJECTIVES FOR THE COMING YEAR

With reference to the position responsibilities, list below the goals, objectives, projects or special assignments which should be continued and/or completed in the coming year. It is understood that these goals, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in Electoral Board files so that it can be updated as the situation warrants and so that it can be used to assist the rater at the end of the next review period. Attach a copy of this completed form to the performance review.

### GOALS/OBJECTIVES/MAJOR DUTY/PROJECT/SPECIAL ASSIGNMENTS

- 1.
- 2.
- 3.
- 4.
- 5.

### SIGNATURES

Electoral Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Electoral Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Electoral Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

General Registrar: \_\_\_\_\_ Date: \_\_\_\_\_



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## APPENDIX 2: Additional Guidelines for Electoral Board Members

- Electoral Board members should understand that not all General Registrars' Offices are configured in the same manner and that some of the components of the performance review document may not apply to your specific arrangement. In these circumstances, please use the N/A check box where one is provided, otherwise, simply indicate in the Comments section the reason why that component does not apply.
- Electoral Boards should be mindful of the many duties that the General Registrar is legally required to perform and should have an awareness of the resources available to the Registrar when undertaking this performance review.
- Electoral Boards should make sure well in advance of the review period that any duties delegated by the Electoral Board to the General Registrar have been clearly defined and properly communicated.
- Electoral Board members are encouraged to refer to Chapter 3 of the General Registrar and Electoral Board manual when completing this evaluation form for information regarding what knowledge, skills, and abilities are being evaluated, the stated policy concerning absences and leave, and the types of tasks that General Registrars are expected to perform.
- It may be useful for the Electoral Board to ask the General Registrar to conduct a self-assessment using the performance review document. This will allow the General Registrar to provide information about ongoing projects, highlight specific achievements that the Electoral Board may not be aware of, and/or express desires concerning future projects. In addition, it will give the Electoral Board and the General Registrar a starting point for discussion of the performance review based on those areas where there may be differing views on the General Registrar's performance.





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## APPENDIX 3: PERFORMANCE SUMMARY – REMIT TO DEPARTMENT OF ELECTIONS

Please use this space to summarize the ratings in each of the three major areas under review: performance factors, behavioral traits and supervisory factors (if applicable).

NOTE: A rating of Unacceptable requires comments.

### PERFORMANCE FACTORS

Unacceptable.....Exceptional  
= 1            = 2            = 3            = 4            = 5

Comments:

### BEHAVIORAL TRAITS

Unacceptable.....Exceptional  
= 1            = 2            = 3            = 4            = 5

Comments:

### SUPERVISORY FACTORS

Unacceptable.....Exceptional  
= 1            = 2            = 3            = 4            = 5

Comments:

### SIGNATURES

Electoral Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Electoral Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Electoral Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

County/City Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

### TO THE GENERAL REGISTRAR:

I have been advised of my performance ratings. I have discussed the contents of this review with my Electoral Board. My signature does not necessarily imply agreement. My comments (if any) are on the reverse side of this form (attach additional sheets if necessary):

\_\_\_\_\_  
Signature:                      Date: