

(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on March 29, 2002.

**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE**

**April 2, 2002
3:30 p.m.**

**LTD CONFERENCE ROOM
3500 E. 17th Avenue, Eugene
(in Glenwood**

Public testimony will not be heard at this meeting

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. Gaydos (Chair) _____ Kleger _____ Melnick _____
- IV. DISCUSSION OF PROCESS AND TOOLS FOR ANNUAL REVIEW OF GENERAL MANAGER'S PERFORMANCE
- V. FUTURE MEETING – April 15, 2002, 3:30 p.m. – Continue Discussion of General Manager Evaluation
- VI. ADJOURNMENT

ATTACHMENT TO COMMITTEE MEMBERS:
APTA Booklet, Assessment of the General Manager, 2001

**LANE TRANSIT DISTRICT
GENERAL MANAGER – SIX MONTH
PERFORMANCE REVIEW - BOARD EVALUATION**

Employee Name

Date of Hire

SECTION I: General Comments of the Board Member regarding the General Manager's Performance.

SECTION I: Using the scale that follows please rate your overall performance.

Fails to Meet Standards

Needs Improvement to
Meet Standards

Fully Meets Standards

Exceeds Standards

Far Exceeds Standards

1

2

3

4

5

As a member of the Board of Directors please provide your performance expectations for the next twelve months.

SECTION II: Indicate your review of the performance level rating for each of the following key result areas or categories.

PLANNING

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

ADMINISTRATION

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

FINANCIAL

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

DECISION MAKING AND JUDGEMENT

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

PERFORMANCE STANDARDS

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

INNOVATION AND CHANGE

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

MANAGEMENT EFFECTIVENESS

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

KNOWLEDGE

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

EMPLOYEE RELATIONSHIPS AND DEVELOPMENT

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

ORGANIZATIONAL RELATIONSHIPS

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

OTHER RELATIONSHIPS

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

SECTION IV: Summary of Board of Directors Collective Review

Fails to Meet Standards	Needs Improvement to Meet Standards	Fully Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5

Summary of Comments made by the Board of Directors:

Signature of the Board President	Date		
Signature of the Board Member	Date	Signature of the General Manager*	Date

*Signature signifies receipt of appraisal only, and does not necessarily indicate agreement.