



## City Internal Auditor Performance Evaluation 2026

Name: Elena Georgiev

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

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### INTERNAL AUDITOR PERFORMANCE EVALUATION

#### SUGGESTED INSTRUCTIONS

Evaluate the Internal Auditor on the basis of standards you expect to be met for the job, considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. Observations are to be used for feedback and personal development.

#### RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1)      Employee's work performance is inadequate and inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement  
Needed (2)              Employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job  
Standard (3)             Employee's work performance consistently meets the standards of the position.
- Exceeds Job  
Standard (4)             Employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5)         Employee's work performance is consistently excellent when compared to the standards of the job.



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Professional Skills	Place a mark in the box that applies.				
	Unsatisfactory 1	Improvement Needed 2	Meets Expectations 3	Exceeds Expectations 4	Outstanding 5
<ul style="list-style-type: none"> <li>▪ <b>Decision Making/Judgment:</b> Makes timely decisions that are well thought out and in the best interest of the City, handles difficult situations in a professional and proactive manner.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ <b>Job Knowledge:</b> Demonstrates knowledge of all aspects of auditing.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ <b>Professionalism:</b> Prepares opinions, briefs, and other work of high quality.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ <b>Approach:</b> Performs tests and evaluations to assure compliance with existing policies, statutes, and charter.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ <b>Responsiveness:</b> Responds in a timely manner to the requests of Commission.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ <b>Follows Direction:</b> Understands and follows Commission's Direction.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ <b>Communication:</b> Responds to inquiries from Commission members and staff in a timely and understandable manner. Keeps the Commission and staff advised of significant developments that may impact the City.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ <b>Written Materials:</b> Written materials prepared in thorough, concise, and easy to understand manner.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ <b>Relationship with Commission:</b> Develops and maintains an effective and professional dialogue with City Commission.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ <b>Ethical Standards</b> Conforms to high standards of the profession.</li> </ul>					
<b>TOTAL POINTS ÷ 10 = _____</b>					



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### Commission Member Observations

**A.** Two things that Auditor does now that Commission member would most like him/her to continue.

(1)

(2)

**B.** Two things Auditor does that Commission member would like him/her to discontinue and/or modify.

(1)

(2)

Evaluation Completed by: \_\_\_\_\_

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