



City of Milwaukee, WI

- ✓ **Responsible fiscal stewardship and stable budgetary future for our City.**
- ✓ **Ensuring public safety**
- ✓ **Advancing community and economic development through affordable housing and family-supporting jobs**
- ✓ **Maintaining a clean and healthy environment**
- ✓ **Connecting our City through safe and equitable transportation**

Executive Check-In Process

The Executive Check-In allows for an annual review of key performance expectations, performance data, agency strategies and Council support needed to meet the City vision.

Review

- Citywide demographic data (including vacancy/turnover data) – supplemented by agency specific data.
- Departmental financial snapshot
- The status of any department-related resolutions.
- Short-term and long-term agency goals, and key performance indicators.

Reflect & Respond

- Be prepared to share a comprehensive response to the agency questions on page 2 of this document

Step
2

Meet and Discuss

- Annually, make yourself available to meet with City Alderpersons for a 90-minute check-in meeting.
- In the Executive Check-In, you are welcome to discuss the data presented, agency work plans, your Agency Question responses, or any of the following discussion points:
 - What are the key challenges and opportunities in your agency?
 - Where is your agency struggling, and what are some of the efficiencies you have created?
 - What is your long-term vision for your agency? What key action steps should the City or your agency take to help support your long-term vision? Which agencies are critical to your success?
 - What are the top 2-3 initiatives on your work plan you would like to discuss?
 - What am I doing well? How can I improve? What is my department doing well? How can my department improve?

Step
3

Agency Questions

1. Tell me about your department's top goals and priorities, and how your department's work contributes to our City's mission to provide the highest quality service for the common good. [Click or tap here to enter text.](#)
2. Are the goals and priorities you identified, reflected in your agency's work plan? What metrics have you identified to track progress? What resources are you leveraging to reach your department goals? How can the Common Council Office support your agency? [Click or tap here to enter text.](#)
3. How do you ensure your department's efforts reflect the importance of racial equity and social justice, sustainability and shared prosperity? What is your department doing to reduce/mitigate climate change? [Click or tap here to enter text.](#)
4. Do you consider yourself and your supervisors as being effective in coaching, mentoring and holding employees accountable to a high standard? How are you developing your mid-level managers? How are you and your supervisors recognizing and rewarding employees? [Click or tap here to enter text.](#)
5. Tell me about your individual professional development. What are your growth areas and strengths? What training or learning opportunities are you taking? How can the Mayor support your development? [Click or tap here to enter text.](#)
6. If we were to conduct a climate survey of your department, what would they say about how the Citywide Key Behaviors, and how leaders and employees in your agency treat each other and their responsibility to our community? [Click or tap here to enter text.](#)

Executive Expectations

	Yes - In Place	No – Date Due
1. I meet with my Managers regularly and communicate important organizational priorities	<input type="checkbox"/>	Date
2. I establish a work climate where learning and growth are prioritized, and open dialogue and feedback are encouraged	<input type="checkbox"/>	Date
3. I create time to provide one-on-one feedback to all direct reports, and ensure those direct reports create time for providing one-on-one feedback to their direct reports	<input type="checkbox"/>	Date
4. I take time to celebrate our successes and provide individualized and group recognition	<input type="checkbox"/>	Date
5. I have taken necessary steps to implement the City's language access plan	<input type="checkbox"/>	Date
6. I ensure a harassment-free work environment for all employees	<input type="checkbox"/>	Date
7. I am sure that all managers and supervisors know their responsibility for eliminating harassment	<input type="checkbox"/>	Date
8. I developed a procedure for internal investigation of discrimination and harassment complaints	<input type="checkbox"/>	Date
9. I make employees aware of internal complaint process.	<input type="checkbox"/>	Date
10. I take affirmative steps to provide promotional and career advancement opportunities to marginalized genders and communities of color	<input type="checkbox"/>	Date