



Management/Professional Performance Evaluation

INSTRUCTIONS: This form is used to evaluate all County professional and managerial employees.

EMPLOYEE INFORMATION					
Employee Name:				Employee ID:	
Job Title:				OCC. Code:	
Completed By:				Period Covered	
Job Title:			Type of Review ☐ Annual ☐ Mid Year	Dept. No:	Division No: Locator No:

SECTION 1- PERFORMANCE ON ESTABLISHED OBJECTIVES

Objectives, weights, and performance standards are developed with the employee at the beginning of the review period. At the time of annual review, please consider all factors that could have affected the outcome, as well the level of effort made to achieve stated objectives. Objectives should focus on outcomes and stem from departmental business plans and budget priorities. At the end of each review period, future performance objectives should be mutually developed and agreed upon between the employee and supervisor for the next review period.

List objectives and performance standards below, and enter the assigned weights (%) in Column I. Ensure total weight adds to 100%	Weight (W) %	Rating (R) = (1-5)	Weighted Rating = (W*R)
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OBJECTIVE 1 –				
Performance Standards 1. 3. 5.				

OBJECTIVE 2 –				
Performance Standards 1. 3. 5.				

Employee Name:	
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OBJECTIVE 3 –				
Performance Standards 1. 3. 5.				

OBJECTIVE 4 –				
Performance Standards 1. 3. 5.				

OBJECTIVE 5 –				
Performance Standards 1. 3. 5.				

Employee Name:

OBJECTIVE 6 –

Performance Standards

- 1.
- 3.
- 5.

OBJECTIVE 7 –

Performance Standards

- 1.
- 3.
- 5.

OBJECTIVE 8 –

Performance Standards

- 1.
- 3.
- 5.

PERFORMANCE OBJECTIVE TOTAL RATING:

Sum of
Weighted
Ratings

Employee Name:	
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SECTION 2 – MANAGEMENT/PROFESSIONAL PERFORMANCE DIMENSIONS

Performance Ratings:

1. Consistently **failed** to meet the majority of the expected behaviors for this performance dimension
3. Consistently **meets** the majority of expected behaviors for this performance dimension
5. Consistently **exceeds** all expected behaviors for this performance dimension

PERFORMANCE DIMENSIONS	Performance Rating (1-5)
LEADERSHIP	
Fosters a team approach, encourages and accepts input from other, is accessible to employees and promotes effective employee communication within and across departments and business units. Clearly communicates (written and verbally) to citizens, organizations and elected officials. Promotes ethical behavior and holds individuals at all levels, including external contractors to high ethical standards. Demonstrates courage, both in decision-making and executing job responsibilities. Maintains professional and positive relationships with supervisors, peers, subordinates and works effectively with others to achieve County goals. Demonstrates a capacity and willingness to assume additional responsibilities, establishes meaningful and challenging departmental objectives, monitors departmental productivity effectiveness, provides appropriate feedback and promotes continuous improvement.	
INNOVATION, CREATIVITY, STRATEGIC VISION	
Develops innovative and creative solutions to issues consistent with the County's strategic vision of "Delivering Excellence". Demonstrates a proactive, forward-thinking approach in determining business objectives and direction. Frequently assesses the business and environmental trends and changes in customer preferences to develop strategic initiatives to improve service delivery.	
CUSTOMER SERVICE FOCUS	
Promotes and instills a courteous, yet effective, customer service approach in all areas of operation and responds expeditiously to service issues in a manner that provides value to customers. Anticipates both external and internal customer service needs and empowers staff to develop and implement sound, innovative approaches to service delivery	
MANAGEMENT SKILLS	
Develops sound business plans and operating procedures. Effectively prioritizes tasks; exercises good judgment; applies solid problem-solving skills; delegates authority and empowers staff; and takes appropriate action to resolve issues and to eliminate non-value added tasks. Demonstrates a high level of professional, managerial, and technical job knowledge and applies best practices. Produces clear, accurate and well-developed work products, meets established deadlines and completes projects on schedule. Demonstrates prudent fiscal and resource management skills and applies sound personnel practices in accordance with County personnel rules.	
EMPLOYEE DEVELOPMENT AND SELF-DEVELOPMENT	
Empowers and motivates employees, and encourages a high performance work environment. Develops and implements workforce planning strategies to include succession planning, mentoring and organizational design that best align with the department's present goals and objectives and anticipated future needs. Develops, empowers, trains, and motivates employees to improve competencies and professional knowledge to manage increasingly complex responsibilities. Develops personal competence, skills and abilities to remain current in the industry/service area and acquire additional skills necessary to improve job performance and to assist subordinates in solving problems and addressing leadership.	
SUM:	_____
Average Rating:	_____

Employee Name:

SECTION 3 – OVERALL PERFORMANCE RATING

	Weight (w)	Rating (R)	Weighted Rating = (w*R)
Section 1: Performance Objectives			
Section 2: Management/Professional Performance Dimensions			
OVERALL RATING	100%		

SECTION 4 – COMMENTS

STATEMENT OF COMMITMENT

The objectives and performance standards have been discussed and agreed to for this rating period.

Employee's Signature

Date

Appraiser's Signature

Date

Reviewer's Signature

Date

MID-YEAR REVIEW

Employee's Signature

Date

Appraiser's Signature

Date

Reviewer's Signature

Date

ANNUAL YEAR REVIEW

Employee's Signature

Date

Appraiser's Signature

Date

Reviewer's Signature

Date