



Cochise County Board of Supervisors

Public Programs...Personal Service
www.cochise.az.gov

Policy Title: Documentation of Employee Performance

Policy Number: 2229

Effective: January 1, 2020

Scope/Coverage: All county employees

Policy Contact: Director of Human Resources

I. Appointing Authority Responsibilities

Appointing Authority or designee shall:

1. Ensure supervisors maintain written records of employee performance.
2. Establish written annual [performance goals](#) for every employee and track employee progress. Goals shall be specific, measurable, attainable and in alignment with the department's mission and the organization's strategic plan.
3. Provide employees with evaluation criteria and documents at the beginning of any [performance evaluation](#) period.
4. Send all written evaluation forms to Human Resources for placement in the employee's personnel file.

II. Employee Responsibilities:

An employee shall:

1. Participate in any performance discussion, evaluation and/or self-evaluations as directed.
2. Seek performance goal feedback from the supervisor or Appointing Authority.
3. Document progress toward performance goals and objectives.

III. Human Resources Responsibilities:

The Human Resources Department shall:

1. Aid the Appointing Authority or designee in creating appropriate performance evaluation documents.
2. Offer training to supervisors on performance evaluations and goals.
3. Maintain any performance evaluations in personnel files.