



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERFORMANCE REVIEW & EVALUATION FORM *(SUPERVISORY/TECHNICAL)*

Employee Name: \_\_\_\_\_ Employee No.: \_\_\_\_\_  
 Department Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

**PERIOD REVIEW DATES:**

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

- ANNUAL EVALUATION       PROBATION (New Hire)  
 PERIODIC REVIEW       OTHER \_\_\_\_\_

| TASK RATING SCALE (1-10)   |   |        |
|--|---|--------|
| <b>(1-3) Very Poor      (4-6) Poor      (7-8) Meet Requirements      (9-10) Exceeds Requirements</b> |   |        |
| RATING RANGE   |   | RATING |
| 1.   | Ability to use judgment in determining the most appropriate methods and procedures to complete assignments.         |        |
| 2.   | Ability to clarify and resolve policy issues that arise during projects.  |        |
| 3.   | Ability to maintain good working relationships with employees and members of the public.                            |        |
| 4.   | Ability to develop, evaluate and interpret administrative policies and procedures and supervise the work of others. |        |
| 5.   | Ability to work independently or as part of a team.   |        |
| 6.   | Communicates well both orally and in writing.   |        |
| 7.   | Ability to plan, assign and/or supervise the work of others.  |        |
| 8.   | Possess organizational skills with the ability to perform under minimal level of stress.                            |        |
| 9.   | Is able to inspect work areas and plan, organize and coordinate work projects.                                      |        |
| 10.  | Ability to write and read routine reports, correspondence, technical manuals, forms, logs, etc.                     |        |
| <b>TOTAL:</b>  |   |        |

| OVERALL PERFORMANCE RATING               |                   |                                     |                 |
|--|-------------------|-------------------------------------|-----------------|
| <b>Does Not Meet Requirements (DNMR)</b> | <b>69 or Less</b> | <b>Exceeds Requirements (ER)</b>    | <b>80 - 89</b>  |
| <b>Meets Requirements (MR)</b>           | <b>70 - 79</b>    | <b>Exceptional Performance (EP)</b> | <b>90 - 100</b> |



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## DEPARTMENT OF HUMAN RESOURCES

### COMMENTS (if any):

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### ACKNOWLEDGEMENT

By signing this form, I confirm that this performance review has been discussed with me and acknowledge that it will become part of my employee file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head / Elected Official

\_\_\_\_\_  
Date