



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERFORMANCE REVIEW & EVALUATION FORM (INSTRUCTIONS)

The purpose of the Performance Review & Evaluation Form is to document employee performance in order to improve the quality of the County's mission through positive communication, mutual respect, improved employee performance, individual growth and career development.

The evaluation should reflect performance achievement based on communication and Supervisor feedback. Feedback is useful only when it is clear enough to allow an employee to target areas for improvement. The objective of the evaluation is to place emphasis on describing performance in relation to performance objectives, not to simply assign ratings.

#### THE PROCESS

The evaluation is a joint effort in nature. It not only allows the Supervisor to review the employees' achievements and performance for the evaluation period, but it also helps in informing employees of performance areas that require improvement.

The scoring on the performance review form is simply to document the on-going informal performance feedback provided to the employee throughout the evaluation period. Performance reviews should be completed for each employee every six (6) months.

#### SIGNATURES

- The Employee signature is to confirm that the evaluation form has been discussed with the employee and that he/she has been given a copy.
- The Immediate Supervisor signature identifies the Supervisor who completed the evaluation.
- The second line Supervisor signature identifies the Manager who is responsible for reviewing the appropriate implementation of this evaluation tool.
- If the employee refuses to sign, the immediate Supervisor should obtain a witness to attest that the employee was given a copy of the evaluation.

Completed Employee Performance Review & Evaluation Form must be submitted to the Department of Human Resources, and a copy should be filed in the employees file.

#### DOCUMENTING PERFORMANCE

It is not only helpful, but necessary to document an employee's performance. Documentation may include, for example, letters of commendation, conference notes and e-mail correspondence pertaining to the employee's performance.

#### OVERALL PERFORMANCE RATING (Rating Levels)

##### ***Does Not Meet Requirements (69 or Less)***

Performance at this level is consistently below the expectation for the job. Employee does not demonstrate the necessary knowledge, skill, or ability to perform assigned tasks. ***If a Does Not Meet Requirements rating is given, it must be supported by written conference notes, or other form of documented counseling.***



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### ***Meets Requirements (70 - 79)***

Performance at this level meets the minimum expectations of assigned work tasks and responsibilities. A meets requirements rating indicates that the employee should be encouraged to improve performance, through additional training or additional effort. ***If a Meets Requirements rating is given, it should be supported by written conference notes or other form of documented counseling.***

### ***Exceeds Requirements (80 - 89)***

Performance at this level indicates the employee is fully competent and demonstrates an ability to make significant efforts in the overall improvement of the Precinct and the County. ***If an Exceeds Requirements rating is given, it should be supported by written conference notes or other form of documented achievement.***

### ***Exceptional Performance (90 - 100)***

Performance at this level indicates the employee meets and consistently exceeds expectations, using ability and experience to produce the desired job results. This level of performance indicates the employee is fully competent and demonstrates the ability to make significant efforts in the overall improvement of the Precinct and County. ***If an Exceptional Performance rating is given, it should be supported by written conference notes or other form of documented achievement.***