



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERFORMANCE REVIEW & EVALUATION FORM (MANAGEMENT/PROFESSIONAL)

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)		
(1-3) Very Poor (4-6) Poor (7-8) Meet Requirements (9-10) Exceeds Requirements		
RATING RANGE		RATING
1.	Ability to supervise the development and implementation of County projects.	
2.	Ability to develop guidelines, procedures, rules and regulations.	
3.	Establishes goals and objectives; plans and assists with the development of schedules, priorities and standards for achieving goals.	
4.	Effectively communicates orally and in writing with the public, county officials and employees.	
5.	Promptly obtains and provides accurate and complete information when requested by members of the public, officials and employees.	
6.	Plans and coordinates administrative assignments and programs.	
7.	Ability to work with minimal supervision with extensive latitude for the use of initiative and independent judgement.	
8.	Ability to oversee personnel issues including assigning duties and maintaining a professional and cooperative environment in the office.	
9.	Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.	
10.	Carries out supervisory responsibilities in accordance with policies and applicable laws; ability to address complaints and resolve problems.	
TOTAL:		

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



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COMMENTS (if any):

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