

DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
Performance Evaluations	1/1/97		1	1

1.0 Purpose

Performance evaluations will be conducted to provide a formal review of each employee's performance, competency, and effectiveness to meet established standards during a specified period. Evaluations will help set goals and identify the strengths of an employee's performance and areas where improvement can be made. Performance evaluations can also encourage communications between the supervisor and the employee, and provide a better understanding of what is expected from both the employee and supervisor.

2.0 Scope

To all departments under the direction of the Board of County Commissioners.

3.0 Distribution

To all Supervisors, Managers, Directors, and County Administrator under the direction of the Board of County Commissioners.

4.0 Definitions

Employee Performance Evaluation Form – a standard form used to evaluate employee's performance based on objective criteria. The form is used to promote consistent evaluations among all employees.

5.0 Policy

Performance evaluations will be conducted on a regular basis by the supervisor. The first evaluation should be conducted after the midpoint of an employee's probationary period. The next evaluation should be conducted prior to the conclusion of the probationary period.

Performance evaluations thereafter will be conducted on an annual basis (**first of the year or the anniversary date of employment**).

Completing the Employee Performance Evaluation Form is fairly simple and easy to do. The form is used to communicate the positives of an employee's work, set goals, and objectives for areas needing improvement. Using the Employee Performance Evaluation form also promotes consistent evaluations among all employees.