

**WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT**

MEMORANDUM

TO: Board of Supervisors

FROM: Ed Gilliland, Director of Human Resources
Gloria Mollet, Assistant Director of Human Resources
g mollet

RE: Employee Evaluations Training

DATE: May 7, 2015

Woodbury County Human Resources will be presenting a new Employee Evaluation program with new evaluation forms from the State of Iowa. The new Employee Evaluation program will need review, instruction, education, and training. The training would be with Jeff Panknen, Employee Relations, Iowa Department of Administrative Services.

Thank you.

Woodbury County Performance Plan and Evaluation – Part 1 – Employee, Position, and Department Information

Name: _____

Department: _____

Class Title: _____

Division/Bureau: _____

Position Number: _____

Work Unit: _____

Period Covered: _____ to _____

Work Location: _____

Purpose: Annual Review Probationary Review
 Other: _____

Time in Current Position: _____

County Vision: Woodbury County will be a leader in providing customer-friendly service through innovative technology, continuous process improvement and collaborative efforts in the Tri-State area.

Enterprise Goal(s):

Department Strategic Plan Goal(s):

Five Primary Core Function(s):

Department Mission Statement:

Job Contributes to the Mission by:

Work Performed/Core Responsibilities—activities, services provided and/or products produced by this position (or attach copy of Job Description):

The Performance Plan for this period has been discussed by the employee and the supervisor.

Employee Signature

Date

Supervisor Signature

Date

Next Higher Management Level Signature: _____

Date: _____

Woodbury County Performance Plan and Evaluation – Part 2 – Alignment with the Department Performance

Plan STRATEGIES FOR THIS RATING PERIOD

EXPECTATIONS AND EVALUATION

Individual Performance Strategy (Goal)	Action Plan	Performance Evaluation	Timetable
1.			

RESULTS:

Exceeds Expectations Meets Expectations Does Not Meet Expectations

Individual Performance Strategy (Goal)	Action Plan	Performance Evaluation	Timetable
2.			

RESULTS:

Exceeds Expectations Meets Expectations Does Not Meet Expectations

Individual Performance Strategy (Goal)	Action Plan	Performance Evaluation	Timetable
3.			

RESULTS:

Exceeds Expectations Meets Expectations Does Not Meet Expectations

Individual Performance Strategy (Goal)	Action Steps	Performance Criteria	Timetable
4.			
RESULTS: <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations			

Woodbury County Individual Performance Plan and Evaluation – Part 3 – Achievements, Strengths, and Overall Rating

Supervisor's Comments:	Employee's Comments:
Achievements and Strengths:	My noteworthy achievements:
Additional comments:	Additional comments:
Development Plans:	Support I need to improve my performance:
<p>Exceeds Expectations: The employee consistently performs well beyond expectations (strategies/goals, action steps, performance criteria, and timetables) and does outstanding work.</p> <p>Meets Expectations: Performance consistently fulfills the job requirements and expectations (strategies/goals, action steps, performance criteria, and timetables). The employee is doing the job expected for employees in this classification.</p> <p>Does Not Meet Expectations: Performance does not consistently meet expectations (strategies/goals, action steps, performance criteria, and timetables).</p>	
<p>Overall Rating: <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations</p> <p>I have received a copy of this performance evaluation and it has been discussed with me. I understand that my signature does not necessarily indicate agreement.</p> <p>Employee Signature: _____ Date: _____</p> <p>Supervisor Signature: _____ Date: _____</p>	