CONFIDENTIAL
Harford County Government
Performance Development Program
Annual Evaluation

Evaluation Period:
April 1, 2004-March 31, 2005

Please Print

Employee:	**E.I.N.**
Job Title:	**Department:**
Review Date:	**Supervisor:**

This form is to annually document that the following topics have been discussed. Supporting documentation should be retained by the department and the **original of this form is to be returned to the Department of Human Resources.**

AGENDA	Check off

• Discuss employee's performance on primary responsibilities/priorities in the past year. (A summary of responsibilities/priorities should have been previously discussed with the employee and provided in writing if so requested.)
  • Revise written responsibilities/priorities for the coming year, as needed. (If revised, provide updated copy to the employee upon request.)
  • Discuss how they relate to overall department objectives
	☐

• Discuss employee's strengths and/or areas for growth (see behavioral competencies on the back).	☐
• Discuss barriers to effective work performance and job satisfaction	☐
• Discuss possible work process improvements	☐
• Discuss employee's development (over past year; future needs for current job; long term career goals and development needs to achieve them).	☐
• Discuss whether employee continues to grow to meet future needs and demands of the changing environment	☐
• Discuss employee's feedback/constructive suggestions for supervisor	☐

Employee meets current expectations: **Yes** ☐ **No*** ☐

These topics have been discussed by:

Employee Signature _____ Date _____
Supervisor Signature _____ Date _____

If Employee is found to **NOT MEET EXPECTATIONS, a **Performance Improvement Plan** must be completed and the department head must sign below.*
Department Head Signature _____ Date _____

Return original form to Department of Human Resources

Competencies

Competencies encompass knowledge, skills, attitudes, and actions that develop excellent performers. The following behavioral competencies should be considered during performance review discussions.

Organizational Success	• Undertakes duties in a cost-effective manner • Demonstrates courtesy and respect for colleagues and the public • Adheres to EEO/Civil Rights and Sexual Harassment Policies	• Teamwork/Cooperation • Commitment to Continuous Quality and Process Improvement • Creativity/Innovation • Flexibility/Adaptability to Change • Continuous Learning and Development • Leadership/Initiative
Interpersonal Skills	• Respect for Others • Honesty/Fairness • Builds Trust • Recognizes Others' Achievements	• Understands Others' Perspectives • Resolves Conflicts Constructively • Positive Attitude • Customer Service
Job Effectiveness	• Planning/Organization • Problem Solving/Judgment • Makes Effective Decisions • Takes Responsibility • Achieves Results	• Communicates Effectively • Dependability • Attendance • Productivity • Job Knowledge

Supervisor/Employee Comments

Supervisor:

_____
Initial and Date

Employee:

_____
Initial and Date