

Employee Name

Position

Direct Manager:

60 Day Evaluation

90 Day Evaluation

6 Month Evaluation

**Annual goals:**

Employee Signature and date

Supervisor Signature and date

GOAL SECTION | GOAL AND COMPETENCY RATING SCALE

SECTION WEIGHT 30.26 %

**Employee Performance Goals**

Collaboratively developed baseline performance/productivity expectations that align the employee’s contributions to department and County success. Performance goals must be SMART (i.e., specific, measurable, attainable, relevant and time-bound)

Goals assigned

Goal status

GOAL SECTION | GOAL AND COMPETENCY RATING SCALE

SECTION WEIGHT 3.95 %

**Employee Development Goals**

Collaboratively developed expectations for an employee’s training, education, and development activities intended to lead an employee to improved performance in the job, or to enhance the organization’s ability to meet its objectives.

Meeting Good Faith Cojet:    Yes            No

Completed Leader Assigned Training:

### Core Employee Competencies

Behaviors that, if successfully demonstrated by the employee, promote Maricopa County's goal of providing exemplary customer service and lean, efficient operations.

#### Communication

Effectively listens and expresses ideas in a clear, concise and respectful manner.

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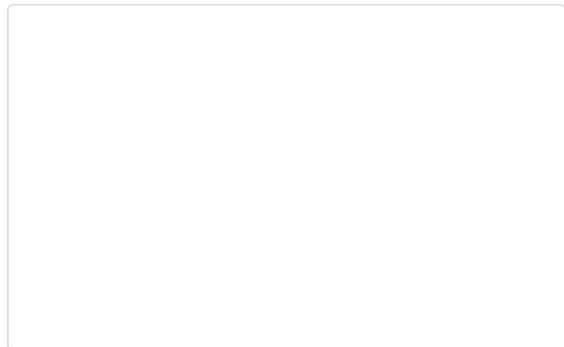


#### Customer Service

Demonstrates courtesy, honesty, fairness and timely responsiveness when dealing with citizens, co-workers or other departments in the County.

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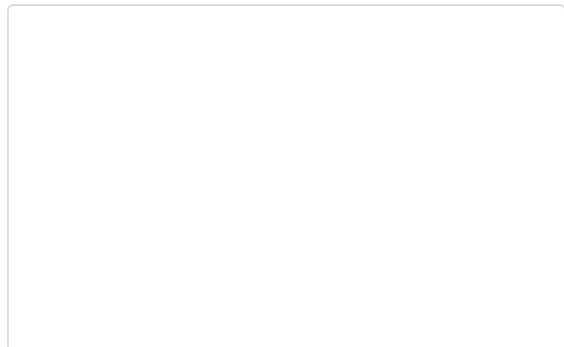


#### Job-Specific Expertise

Demonstrates appropriate knowledge and skills and applies them to daily job responsibilities.

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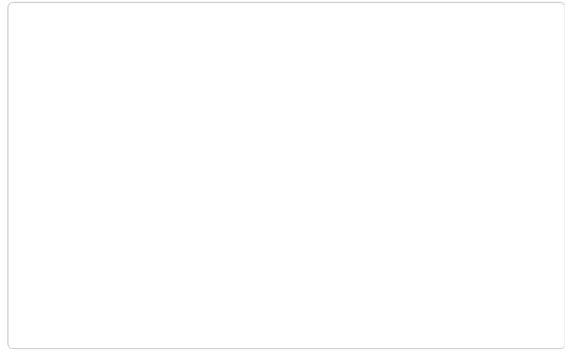


**Professionalism**

Takes responsibility for personal actions, follows through on commitments, and instills confidence that all words and actions reflect a commitment to integrity.

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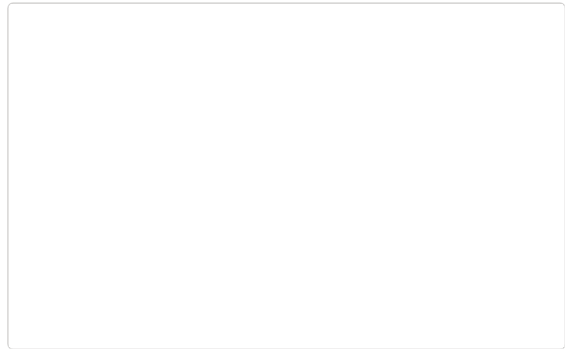


**Results Focused**

Works in a timely manner to achieve results and complete tasks and projects that support the work unit, department and County goals.

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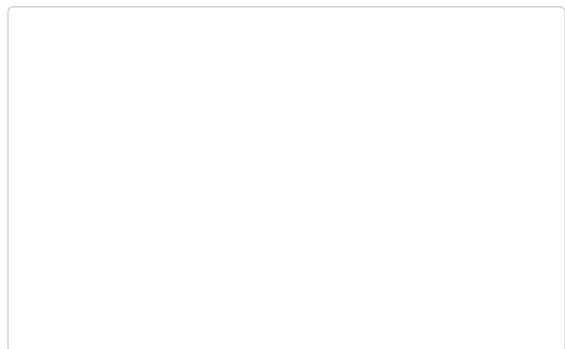


**Safety and Security**

Follows organizational safety and security policies and practices that apply to job role. Keeps work area organized, neat and uncluttered to mitigate potential safety hazards.

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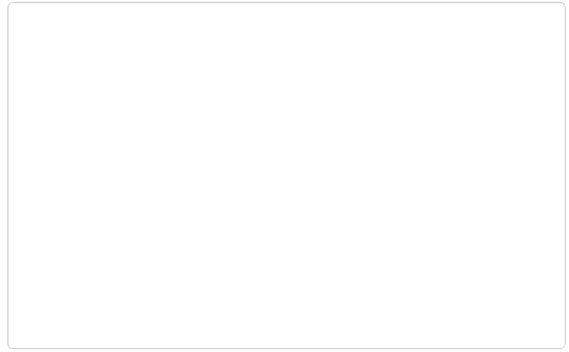


## Teamwork

Respects and cooperates with others to get the job done in the most efficient and effective way possible. Models positive and supportive behaviors towards team members and supervisor.

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GOAL SECTION | FUTURE/LIST

## Performance Goals for Next Year's Plan

This section offers the manager and employee the opportunity to develop future goals that can be incorporated into next year's plan. (Optional)

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Evaluation Overall Section | Overall

## Overall Comments

Employee Comments