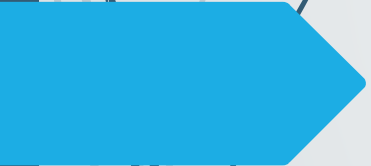


30 / 60 / 90 / 6 Month and 1 Year Evaluations



June 2021



Learning Objectives

01

Understand requirements at all phases of employment

02

Understand what type of review (paper/electronic) is due

03

Understand process for evaluations.

WORKING TITLE	Evaluation Type	WORKING TITLE	Evaluation Type	WORKING TITLE	Evaluation Type
Accounting Specialist	General Non-exempt	Accountant	Professional, Project, & Lead	Administrative Services Supv	Leadership
Administrative Assistant	General Non-exempt	Admin Services Lead	Professional, Project, & Lead	Applications Development Mgr	Leadership
Collector	General Non-exempt	App Programmer Analyst Lead	Professional, Project, & Lead	Chief Deputy Clerk of Court	Leadership
Contact Center Representative	General Non-exempt	App Programmer Analyst Senior	Professional, Project, & Lead	Chief Technology & Invtn Ofcr	Leadership
Court Operations Auditor	General Non-exempt	Business Analyst	Professional, Project, & Lead	Clerk of Court Administrator	Leadership
Court Operations Lead	General Non-exempt	Business Systems Analyst	Professional, Project, & Lead	Collections Supervisor	Leadership
Court Operations Rep	General Non-exempt	Communications Officer	Professional, Project, & Lead	Comptroller	Leadership
Court Operations Spclst Juv	General Non-exempt	Court Operations Lead-Juvenile	Professional, Project, & Lead	Court Operations Administrator	Leadership
Court Operations Specialist	General Non-exempt	Courtroom Clerk Ld Juvenile	Professional, Project, & Lead	Court Operations Manager	Leadership
Court Operations Specialist Sr	General Non-exempt	Courtroom Clerk Lead	Professional, Project, & Lead	Court Operations Supervisor	Leadership
Courtroom Clerk	General Non-exempt	Customer Exp Engineer Lead	Professional, Project, & Lead	Court Ops Admin - Finance/Acct	Leadership
Courtroom Clerk - Juvenile	General Non-exempt	Database Administrator Senior	Professional, Project, & Lead	Court Ops Supv - Northwest	Leadership
Courtroom Services Specialist	General Non-exempt	Deputy Probate Registrar	Professional, Project, & Lead	Courtroom Services Admin	Leadership
Electronic Records Specialist	General Non-exempt	Desktop Support Specialist	Professional, Project, & Lead	Courtroom Services Manager	Leadership
Human Resources Associate	General Non-exempt	Desktop Support Specialist Sr	Professional, Project, & Lead	Courtroom Services Supervisor	Leadership
Human Resources Specialist	General Non-exempt	EDM Quality Control Lead/Trnr	Professional, Project, & Lead	Criminal Financial Oblgtns Mgr	Leadership
Mailroom Clerk	General Non-exempt	Executive Assistant	Professional, Project, & Lead	Deputy Director	Leadership
Trades Generalist	General Non-exempt	Finance Business Analyst	Professional, Project, & Lead	Director of Software Services	Leadership
		General Counsel	Professional, Project, & Lead	EDM Program Manager	Leadership
		Graphic Designer	Professional, Project, & Lead	Financial Operations Manager	Leadership
		Help Desk Coordinator	Professional, Project, & Lead	Human Resources Manager	Leadership
		Human Resources Analyst	Professional, Project, & Lead	IT Customer Service Manager	Leadership
		Human Resources Analyst Lead	Professional, Project, & Lead	Operations Project Manager	Leadership
		IS Project Manager Senior	Professional, Project, & Lead	PC Support Supervisor	Leadership
		Lead Contact Center Rep-Courts	Professional, Project, & Lead	Technical Support Mgr	Leadership
		Management Analyst	Professional, Project, & Lead	Training and Development Supv	Leadership
		Probate Registrar	Professional, Project, & Lead		
		Procurement Specialist	Professional, Project, & Lead		
		Programmer Analyst - Rpt Dvlpr	Professional, Project, & Lead		
		Quality Assurance Analyst	Professional, Project, & Lead		
		Quality Assurance Analyst Sr	Professional, Project, & Lead		
		Software Architect	Professional, Project, & Lead		
		SWA Special Project	Professional, Project, & Lead		
		Systems Administrator	Professional, Project, & Lead		
		Systems Administrator Senior	Professional, Project, & Lead		
		Technology Innovatn Strategist	Professional, Project, & Lead		
		Trainer	Professional, Project, & Lead		
		Training Consultant e-Learning	Professional, Project, & Lead		
		Web Designer	Professional, Project, & Lead		

Evaluation
Guideline-
What is
required
based on
service
date?

New Hires / New to Position < 1 Yr

- 30 day- As required by Leadership Chain
- 60 day- Required for all new hires /new positions
- 90 day- Required for all new hires/new positions
- 6 Month- Required for all new hires/new positions
- 1 Year from date of hire or in new position- Required for all new hires/new positions

Employee in role > 1 year

- Quarterly Check-in- Must "check-in" in NEOGOV
- 6 Month evaluation- Required of all employees. Load into 6 month "check-in"
- Annual evaluation- Required of all employees

New Hires and New to position (< 1 Year)



30 day- As required by Leadership Chain

60 day

- Who? - Required for all new employees or new into role
- What?
 - Employee meeting to discuss performance to date
- Where?
 - PDF- All Supervisor Drive

90 day

- Who? - Required for all new employees or new into role
- What?
 - Employee meeting to discuss performance to date
- Where?
 - PDF- All Supervisor Drive

New Hires and New to position (< 1 Year)




6 Month- Required for all new hires/ new in position

- Who? Required for all new hires/new in position
- What?
 - Employee meeting to discuss performance to date
- Where?
 - PDF- All Supervisor Drive

1 Year from date of hire or in new position

- Who? Required for all new hires/new in position
- What?
 - Employee meeting to discuss performance to date
- Where?
 - PDF- All Supervisor Drive



Employee in role > 1 year

Quarterly Check-in

- Who? Required for all employees in position for more than 1 year.
- What?
 - Employee meeting to discuss prior quarter
 - Comments added into quick “task” to complete.
- Where?
 - NEOGOV

6 Month evaluation

- Who? Required for all employees in position for more than 1 year.
- What?
 - 6 Month detailed evaluation. See reference guide.
- Where? –
 - NEOGOV

Annual evaluation

- Who? Required for all employees in position for more than 1 year.
- What?
 - Electronic Annual Evaluation
- Where? –
 - NEOGOV



DEPARTMENTS

SERVICES

QUICK LINKS

HOW DO I...

How Can We Help?



Budget Office

Clerk of the Board

County Manager

Emergency Management

Enterprise Technology

Equipment Services Department

Facilities Management

Finance

Human Resources

Procurement Services

Public Health

Security Services

Compensation

Employee Benefits

Learning and Development

Employee Relations

Payroll and Employee Records

Recruitment and Talent Acquisition

Wellness Works

Quick Forms, Resources and Links

User Guides

Workday Migration Project

How Can We Help?



Employee Guides

HR Liaison Guides

Manager Guides

Elections and Civic Duty

- [Elections Civic Duty Pay Guide](#)

Onboard

- [New Employee Onboard Resource Guide](#)

Performance Management

- [Employee Perform Resource Guide](#)
- [Employee Guide to Creating Journal Entries](#)
- [Adding Journal Entries with Journal Hub and Email](#)
- [Editing, Archiving and Filtering Journal Entries](#)
- [Employee Signing Final Evaluation](#)
- [Requesting Higher Review of Rated Evaluation](#)
- [Competency Rating Guide](#)

Teleworking

- [Telework Guide \(Employee\)](#)
- [Virtual Meeting Etiquette](#)



QUESTIONS

ANSWERS