

Name

Direct Manager:

1 Year Evaluation Dates:

General Information

Position

Annual goals:

Employee Signature and date

Supervisor Signature and date

GOAL SECTION | GOAL AND COMPETENCY RATING SCALE

SECTION WEIGHT 23 %

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 %

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.

SCORE	NAME	COMMENT
3	Exceptional	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
2	Successful	
1	Improvement Needed	

Customer Service

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

SCORE	NAME	COMMENT
3	Exceptional	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
2	Successful	
1	Improvement Needed	

Job-Specific Expertise

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

SCORE	NAME	COMMENT
3	Exceptional	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
2	Successful	
1	Improvement Needed	

Professionalism

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

SCORE	NAME	COMMENT
3	Exceptional	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
2	Successful	
1	Improvement Needed	

Results Focused

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

SCORE	NAME	COMMENT
3	Exceptional	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
2	Successful	
1	Improvement Needed	

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.

SCORE	NAME	COMMENT
3	Exceptional	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
2	Successful	
1	Improvement Needed	

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.

SCORE NAME

COMMENT

- | | |
|---|--------------------|
| 3 | Exceptional |
| 2 | Successful |
| 1 | Improvement Needed |

COMPETENCY SECTION | GOAL AND COMPETENCY RATING SCALE

SECTION WEIGHT 24 %

Core Manager Competencies

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

People Development

ITEM WEIGHT 50 %

Drives organizational results by hiring, assessing, developing and retaining quality talent. Enables direct reports to achieve their best results and full potential. Provides timely guidance and feedback to help employees strengthen their knowledge, skills, and abilities. Creates an environment where employees are responsible for their actions.

SCORE NAME

COMMENT

- | | |
|---|--------------------|
| 3 | Exceptional |
| 2 | Successful |
| 1 | Improvement Needed |

Organizational Accountability

Sets and drives actions that are measured and linked to organizational performance. Holds self and others responsible for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for errors.

SCORE	NAME	COMMENT
3	Exceptional	
2	Successful	
1	Improvement Needed	

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)

Evaluation Overall Section | Overall Rating Scale

Overall Rating (Use excel sheet to determine final score)

COMMENT

Rating Scales

Goal and Competency Rating Scale

SCORE	NAME	DESCRIPTION
3	Exceptional	Employee consistently surpasses performance and development goals as well as expectations for the position/job role. Demonstrates a significant understanding and mastery of role responsibilities and a majority of the County's core competencies. Often responsible for the decision-making and implementation around complex tasks or projects with limited supervision.
2	Successful	Employee consistently achieves performance and development goals. Behaviors are aligned with expectations for the position/job role and experience level. Demonstrates a willingness and ability to continually develop knowledge, skills and abilities. Exhibits proficiency in the County's core competencies. Consistently demonstrates a high level of appropriate interpersonal and problem solving skills and is effective in working with others to get the job done.
1	Improvement Needed	Employee does not consistently meet performance and development goals and/or expectations for the position. Needs development in identified core competencies. Lacks desire or ability to develop in areas that require improvement.

Overall Rating Scale

SCORE	NAME	DESCRIPTION
3	Exceptional	Employee consistently surpasses performance and development goals as well as expectations for the position/job role. Demonstrates a significant understanding and mastery of role responsibilities and a majority of the County's core competencies. Often responsible for the decision-making and implementation around complex tasks or projects with limited supervision.
2	Successful	Employee consistently achieves performance and development goals. Behaviors are aligned with expectations for the position/job role and experience level. Demonstrates a willingness and ability to continually develop knowledge, skills and abilities. Exhibits proficiency in the County's core competencies. Consistently demonstrates a high level of appropriate interpersonal and problem solving skills and is effective in working with others to get the job done.
1	Improvement Needed	Employee does not consistently meet performance and development goals and/or expectations for the position. Needs development in identified core competencies. Lacks desire or ability to develop in areas that require improvement.