

## Annual performance evaluation process kicks off in March

It's that time of the year when supervisors break out the G.A.U.G.E. system handbook and begin preparation for the annual employee performance appraisal (evaluation) process.

The comprehensive performance appraisal system rates each employee on "Core Value Competencies", "Performance Essential Competencies", and for performance in a specific skill group, such as Clerical, Maintenance/Trades, Technical, Professional, Supervisory and Management.

The levels of performance achievement are divided into five areas - Ineffective, Somewhat Effective, Effective, Highly Effective, and Exceptional. A typical employee would score at different levels in each competency.

The lower levels would indicate a need to improve, and the format gives clear examples of the type of performance required to achieve the higher level. Employees scoring less than a 3.0 overall will receive a Performance Improvement Plan and regular follow up by the supervisor. If sufficient improvement is not made within the required time frame, the employee is subject to termination.

The GAUGE handbook and forms are on the County's intranet on the V: drive, in the *CountyInfo* folder, in *Forms* file under *GAUGEevalform.xls*.

Department Heads should submit completed G.A.U.G.E. forms to the Personnel Office by May 31, 2018.

For more information, call the Personnel Office at 744-2310.

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