

# Warren County Board of Supervisors

## RESOLUTION NO. 81 OF 2017

**RESOLUTION INTRODUCED BY SUPERVISORS SEEBER, FRASIER, MCDEVITT, BROCK, VANSELOW, MONTESI, LEGGETT, BRAYMER, GERAGHTY, SIMPSON AND VACANT**

**AMENDING RESOLUTION NO. 536 OF 2016 WHICH AUTHORIZED A DEPARTMENT HEAD EVALUATION POLICY AND RELATED FORMS TO AMEND APPENDIX B**

WHEREAS, pursuant to Resolution No. 536 of 2016, the Warren County Board of Supervisors authorized and adopted a Department Head Evaluation Policy and related forms, and

WHEREAS, the Director of the Human Resources Department has requested that the Appendix B be amended to update the Department Head Performance Evaluation form, now, therefore, be it

RESOLVED, that Resolution No. 536 of 2016 be, and hereby is, amended to update the Appendix B, Department Head Performance Evaluation form, and be it further

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 536 of 2016 will remain the same.

APPENDIX "B"

WARREN COUNTY DEPARTMENT OF HUMAN RESOURCES



**Department Head Evaluation**

REVIEW PERIOD: \_\_\_\_\_ to \_\_\_\_\_

REVIEWER: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**EVALUATOR COMMENTS**

**1. Noteworthy strong areas of present performance:**

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**2. To what extent have annual goals been achieved?**

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**3. What has the employee done to improve performance from the previous review?**

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**4. Areas requiring improvement in job performance:**

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**5. Developmental Plans:**

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# APPENDIX "B"

WARREN COUNTY DEPARTMENT OF HUMAN RESOURCES



## Department Head Evaluation

### PERFORMANCE RATING

**Distinguished (5)** Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to objectives of the department, division, group or company.

**Commendable (4)** Consistently generates results above those expected of the position. Contributes in an above average manner to innovations both technical and functional.

**Fully Satisfactory (3)** Good performance with incumbent fulfilling all position requirements and may on occasion generate results above those expected of the position.

**Needs Improvement (2)** Performance leaves room for improvement. This performance level may be the result of new or inexperienced incumbent on the job or an incumbent not responding favorably to instruction.

**Marginal (1)** Lowest performance level which is clearly less than acceptable, and which is obviously well below minimum position requirements. Situation requires immediate review and action. Possible separation or reassignment is in order without significant and immediate performance improvement.

**Overall Performance Rating:** \_\_\_\_\_

### EMPLOYEE COMMENTS:

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**SIGNATURES:** Signatures acknowledge that this form was discussed and reviewed.

	Signature	Date
Department Head		
Personnel Committee Chair		
County Administrator		
Oversight Committee Chair		
Personnel Committee Member		
Chairman of the Board of Supervisors		