

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>7 – CONDUCT AND PERFORMANCE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>1 – PERFORMANCE EVALUATION</b>	<b>REVISED: 5/22/24</b>

The County recognizes the importance of conducting periodic evaluations of employee performance to assist in the growth and development of all employees.

Such evaluations shall identify employee strengths as well as weaknesses, and will become the basis for creating a development plan for the employee.

Employees shall be evaluated formally, in writing, at least once a year, with periodic interim evaluations as management deemed necessary.

Each year, an annual evaluation will be prepared for each employee utilizing the Employee Performance Evaluation Form (HR 7.1. A copy of the evaluation and accompanying documents must be forwarded to the Human Resources Department for placement in the employee's personnel file.

The evaluator will discuss its contents with the employee. As part of this process, plans for future career development may be discussed.

Furthermore, if necessary, the evaluation process will include the development of a practical plan for improving employee performance. Areas may be identified that with additional training or professional counseling help the employee improve performance. The evaluator and the employee will discuss the points of this plan and its implementation.

**Department Head/Designee:**

Ensures all evaluations are done in accordance with the prescribed procedures and timelines.

Forwards a copy of the evaluation and accompanying documents to the Human Resources Department for placement in the employee's personnel file.

Seeks to provide guidance and additional training as deemed necessary to assist the employee in carrying out the duties of his/her job.