



**COUNTY OF KENDALL, ILLINOIS
SPECIAL ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Wednesday, September 11, 2019 at 5:30p.m.**

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Public Comment**
- 5. Committee Business**
 - *County Administrator Annual Employee Review*
- 6. Executive Session**
- 7. Items for Committee of the Whole**
- 8. Action Items for County Board**
- 9. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

**KENDALL COUNTY DEPARTMENTAL FORM
EMPLOYEE GOALS & PERFORMANCE REVIEW**

Employee:		Evaluator/Supervisor:	
Department:		Title:	
Hire Date:	Date of Review:	Date of Last Review:	
Evaluation (check one): <input type="checkbox"/> Annual <input type="checkbox"/> Probationary Performance Period: _____ to _____			

Review Achievement of Goals for Previous Performance Period _____ to _____

1.
Comments:
2.
Comments:
3.
Comments:
4.
Comments:

Supervisor and employee list any special accomplishments or recognition achieved by the employee during the performance period under review:

CORE TO SUCCESS:

(completed by supervisor)

Rating Key: EE = Exceeds Expectations ME = Meets Expectations NI = Needs Improvement U= Unacceptable

JOB KNOWLEDGE (Possesses clear understanding of the responsibilities and tasks he/she must perform)

Comments:

JOB PRODUCTIVITY (Demonstrates commitment to efficiently and effectively complete projects/ tasks to meet deadlines, seeks extra assignments and able to complete on a timely basis)

Comments:

ORGANIZATION (Keeps office neat and files organized, timely attends to job duties and limits idle time)

Comments:

FLEXIBILITY (Open to suggestions and new ideas and freely adapts to changes in procedures and work duties)

Comments:

COOPERATION (Provides courteous response to citizens, co-workers, supervisors; provides assistance whenever possible; avoids speaking, writing or actions that could be seen as disrespectful of people in their absence; recognizes and shows respect for the strengths and contributions of others)

Comments:

ATTENDANCE (Arrives for work on time, limits breaks and lunch times appropriately)

Comments:

PROFESSIONALISM (Dresses appropriately, displays professional appearance and demeanor, uses proper grammar, refrains from profanity)

Comments:

SUPERVISION / DIRECTION (Gives appropriate supervision to subordinate employees; follows direction and constructive direction from supervisor)

Comments:

Core to Success Rating Guidelines:

- (1) Exceeds Expectations (EE):** Performance consistently far exceeds expectations in all competencies, and the quality of work was overall superior. Annual goals were completed earlier than anticipated. Made an exceptional or unique contribution in support of department or County objectives. This rating should be reserved for employees with strong, commendable performance. Concrete examples of these results must be given to issue this rating. This rating should be used sparingly and reserved for truly extraordinary performance throughout the performance cycle.
- (2) Meets Expectations (ME):** Performance consistently meets expectations in all or almost all competencies, and the quality of work overall met expectations. All or almost all goals were met. The employee is a dependable, competent, knowledgeable individual who meets and occasionally exceeds expectations of the position. The rating conveys solid, effective performance.
- (3) Needs Improvement (NI):** Performance is adequate in most competencies, but needs improvement in one or more significant competencies that are critical to the position, and/ or one or more of the most critical goals were not met. Work product requires improvement in one or more areas to meet the County's expectations. This rating conveys that performance is below expectations in one or more areas and must be improved.
- (4) Unacceptable (U):** Performance was frequently below in all or almost all competencies, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in all or almost all competencies. A performance improvement plan must be outlined, including timelines and monitored to measure progress.

REMEDATION REQUIRED:

(supervisor list any issues employee must remediate, suggested remediation, and date for additional review)

ADDITIONAL NOTES:

Develop Goals for Next Performance Period _____ to _____

(Collaborative discussion between supervisor and employee)

1.
Comments:
2.
Comments:
3.
Comments:
4.
Comments:

Suggested Training and Development:

(supervisor and employee list any training or personal development activities employee should consider prior to next review)

Evaluator's comments:

Employee's comments:

I have read this evaluation and had the opportunity to review it with my supervisor, and have been given a copy of this evaluation. My signature does not necessarily denote my agreement with the conclusions of the evaluator.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

Received by Human Resources: _____ Date: _____