

405 - PERFORMANCE APPRAISALS

Section 405.01 Review Periods

It is the County's policy to conduct performance appraisals with employees on a regularly scheduled basis as a means of fostering employee development and motivating employees to reach their maximum potential. Reviews will typically be made on the employee's anniversary date.

Section 405.02 Performance Appraisal Objectives

The objectives of performance appraisals are:

1. To motivate and guide employees toward greater self-development and improved performance by discussing significant strengths and areas needing improvement in a positive, constructive manner;
2. To provide a uniform means for supervisors to assess employee performance in relation to performance requirements;
3. To provide a means for evaluating employee suitability for the position;
4. To identify training needs;
5. To provide an opportunity to review the job description to determine its accuracy in describing the essential functions of the position; and
6. To provide a record of employee progress.

Section 405.03 Performance Appraisal Forms

The forms and instructions for conducting performance appraisals are available in the Human Resources forms library on the intranet (Employee Connect) or can be obtained from the Human Resources Department.

Section 405.04 Notification/Reminders

Department Heads and Elected Officials will receive notification from Human Resources of upcoming appraisals in advance of each employee's anniversary date.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
July 20, 1993
Revised: February 10, 2004
Revised: July 7, 2009
Revised: June 23, 2015