\_\_\_\_\_\_\_\_ County Road Commission

Non-Union Employee Performance Appraisal Instructions

1. The appraising supervisor is to give the employee a performance rating on each performance factor. Any performance factor with a performance rating of “Needs Improvement” or “Does Not Meet Expectations” requires additional comments.
2. Upon completion of the performance appraisal, the appraising supervisor must sign and date the form and submit it to their department head for review.
3. The department head will review the completed performance appraisal and sign, date, and return it to the appraising supervisor. Signature of the performance appraisal indicates concurrence with the contents of the performance appraisal and any recommended actions.
4. Upon receipt of the approved performance appraisal, the appraising supervisor will schedule a meeting with the employee to review the performance appraisal.
5. During the meeting the supervisor and employee will work together to establish SMART goals for the coming year by completing the Annual Performance Goals form.
6. Once the performance appraisal has been reviewed with the employee, the employee is to sign and date the performance appraisal, which confirms that the appraisal has been discussed with him/her.
7. The original performance appraisal form will be made part of the employee’s permanent personnel file.