



DALLAS COUNTY
ANNUAL PERFORMANCE APPRAISAL FORM
(Exempt & Non-Exempt Employees)

For guidelines regarding the use of this tool, please refer to the Dallas County HR training intranet website.

Employee Name:	Review Period (MM/DD/YYYY): _____ to _____
Job Title:	Department:
Supervisor/Manager:	Review Type: ANNUAL

SECTION 1: Rating Scale - Definitions

Exceeds Expectations – (EE)	Meets Expectations - (ME)	Opportunity for change - (OC)
The employee consistently exceeds performance objectives with virtually no detected preventable/controllable errors. Makes significant contributions well beyond normal job expectations. Individual requires little direction or supervision. The employee is viewed as a role model for consistently delivering outstanding results and has demonstrated leadership beyond their assigned areas of responsibility in the support of Dallas County culture and business performance.	The employee is fully qualified in key areas of job performance, overall meets or exceeds performance objectives, and is performing the job as expected and demonstrating support for Dallas County culture. The employee is making a valuable contribution to the company. Errors are infrequent and are typically detected and corrected by the employee.	The employee is not meeting performance expectations. Once areas for improvement are identified and addressed, employees in this category are expected to fully meet expectations for the position after an appropriate time. Overall, job performance must improve.

SECTION 2: Department Objectives and Key Results (OKRs) - To be prepopulated by the manager/supervisor

SAMPLE OKR - To establish a baseline measure of employee engagement through implementing an organizational survey by Q3 of FY 22

1.	
2.	
3.	
4.	
5.	
6.	

SECTION 3: “S.M.A.R.T.” Employee’s Goals/Objectives & Key Results 2023

Specific – Be clear and specific so your goals are easier to achieve.

Measurable – Measurable goals can be tracked, allowing you to see your progress.

Actionable – Actionable goals ensure the steps to get there are within your control.

Realistic – Avoid overwhelming and unnecessary stress and frustration by making the goal realistic.

Time-Bound – A date helps us stay focused and motivated, inspiring us and providing something to work towards.

Recommend 2-4 goals

SMART Targeted Goals/ Objectives <i>(Employee & Supervisor meet and agree on this column)</i>	Achieved Goals/Objectives: <i>How did I contribute to getting these achieved?</i> <i>(To be completed only by employee)</i>	Comments & Ratings <i>(To be completed by employee & supervisor)</i>
1.		Employee Comments: Select a Rating Manager Comments: Select a Rating
2.		Employee Comments: Select a Rating Manager Comments: Select a Rating
3.		Employee Comments: Select a Rating Manager Comments: Select a Rating
4.		Employee Comments: Select a Rating Manager Comments: Select a Rating

SECTION 4: Core Values & Key Competencies - To be self-appraised by the employee

Core Values	Ratings
1. Professionalism. Displaying ethical and productive teamwork, holding ourselves accountable to the highest standards our community expects and deserves.	Select a Rating
2. Customer Focus. Providing a positive customer experience by addressing their needs with competence, effective communication, and respect.	Select a Rating
3. Diversity & Inclusion. Fostering an environment that embraces our differences and honors our shared humanity, modeling an organization that reflects the diverse community we serve.	Select a Rating

SECTION 4A: Key Competencies

Key Competencies (See the Guideline link for additional competencies)

1. **Effectively communicates.** *Delivers messages clearly and is understood.* [Select a Rating](#)

Comments:

2. **Acts with Respect & Integrity.** *Appropriately behaves/respects confidentiality.* [Select a Rating](#)

Comments:

3. **Manages change.** *Support for innovation and for organizational changes.* [Select a Rating](#)

Comments:

4. **Positive interpersonal behavior.** *Anticipates others' concerns, and communicates this awareness empathetically to others.* [Select a Rating](#)

Comments:

SECTION 5: OVERALL ASSESSMENT RATING - Rating to be assigned by Supervisor

Exceeds Expectations – (EE)

Meets Expectations - (ME)

Opportunity for Change - (OC)

SECTION 6: Overall Performance Comments

Employee's Overall Comments:

Manager's Overall Comments:

SECTION 7: Development Actions/Education Plans

Section to be completed by Employee. Employee and Supervisor to discuss and agree.

Development Actions/ Plans	Agreed upon timeframe
1.	
2.	
3.	

SECTION 8: Signatures of Acknowledgement

Employee Signature: _____ Date: _____

1st Level Supervisor/Manager Signature: _____ Date: _____

2nd Level Supervisor/Manager Signature: _____ Date: _____