



## DALLAS COUNTY NEW HIRE PROBATIONARY REVIEW – 60/90/180 Days

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

<b>Employee Name:</b>	<b>Review Period (Dates):</b> -
<b>Job Title:</b>	<b>Department:</b>
<b>Supervisor/Manager:</b>	<b>Review Type:</b> <input type="checkbox"/> 60 <input type="checkbox"/> 90 <input type="checkbox"/> 180 Days

### SECTION 1: Ratings Scale - Definitions

Exceeds Expectations - (EE)	Meets Expectations - (ME)
<p>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 by consistently delivering outstanding results and has demonstrated leadership beyond their assigned areas of responsibility in the support of Dallas County culture and business performance.</p>	<p>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.</p>
Provide Guidance - (PG)	Opportunity for Change - (OC)
<p>The employee is new to their position (90 – 180 days) and tasks presently assigned are performed as expected given the length of time in the position, but they have not yet progressed to the level where they fully meet performance expectations. The employee demonstrates support for Dallas County's culture.</p>	<p>The employee is not meeting performance expectations. Once areas for improvement are identified and addressed, employees in this category expected performance is sustained to fully meet expectations for the position after an appropriate time. Overall job performance must be transformed.</p>

### SECTION 2: Department's Objectives & 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: “SMART” New Hire Objectives and Key Results (OKRs)**

**S**pecific – Be clear and specific so your goals are easier to achieve.

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

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

**R**ealistic – Avoid overwhelming and unnecessary stress and frustration by making the goal realistic.

**T**ime-Bound – A date helps us stay focused and motivated, inspires us and provides something to work towards.

**Recommend 2-4 goals**

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

**SECTION 4: Key Competencies & Core Values - (Employees self-appraise themselves here)**

Key Competencies	Core Values	Overall Assessment
<b>Effectively communicates.</b> <i>Delivers messages clearly and is understood.</i>	<b>Professionalism.</b> <i>Displaying ethical and productive teamwork, holding ourselves accountable to the highest standards our community expects and deserves.</i>	
<b>Positive interpersonal behavior.</b> <i>Anticipates others' concerns and communicates this awareness empathetically to others.</i>	<b>Customer Focus.</b> <i>Providing a positive customer experience by addressing their needs with competence effective communication, and respect.</i>  <b>Diversity &amp; Inclusion.</b> <i>Fostering an environment that embraces our differences and honors our shared humanity, modeling an organization that reflects the diverse community we serve.</i>	
<b>Manages change.</b> <i>Supports innovation and organizational changes.</i>		
<b>Acts with Respect &amp; Integrity.</b> <i>Appropriate behavior/respect for confidentiality.</i>		

**SECTION 5: Overall Comments**

<b>Employee's Overall Comments:</b>

<b>Manager's Overall Comments:</b>

**SECTION 6: Self-Development Plan**

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

<b>Development Actions/ Plans</b>	<b>Agreed upon timeframe</b>
1.	
2.	
3.	

**SECTION 7: Signatures of Acknowledgement**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_