

## SENIOR MANAGEMENT FEEDBACK/ASSESSMENT

### Objectives

- To provide for a periodic exchange of information between the employee and supervisor to discuss accomplishments and opportunities for continuous improvement.
- Encourage continuing supervisor-employee communications about position related and professional matters.
- Provide a means whereby the supervisor and employee may establish workplace goals and objectives.
- Provide guidance for employees on professional and position development.
- Provide means for supervisors to recommend salary increases based on merit and job accomplishments

### Procedure

- Supervisor and employee should review the existing JDQ for accuracy and relevancy.
- Prior to the end of each fiscal year (around July and August), supervisor and employee meet to review annual accomplishments and establish goals and objectives for the next fiscal year. (The attached template for Senior Management Feedback/Assessment Form may be used and modified as needed for the Listing of Goals and Objectives and the Employee Listing of Accomplishments).
- Employee and Supervisor will complete Sign-Off Sheet. Copy of Sign-Off Sheet will be maintained by each Group Director.
- Group Director will certify to the County Administrator's Office annually during the merit review and increase process that reviews have been held with each Sr. Management employee within their department.

**Timeline:** All steps should be completed prior to August 30 of each year.

## Template for Annual Senior Management Feedback/Assessment Form

1. Does your current Job Description Questionnaire adequately describe your principal job functions? If not, in what respects has your position changed? Update as needed.

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2. Describe your major accomplishments, successes, contributions and improvements during the past 12 months.

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3. List professional opportunities that you have been involved in and those planned for the coming year.

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4. Describe the coaching, training or development opportunities you believe would be beneficial for you.

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5. List below the major goals, objectives, projects and special assignments which should be completed or continued in the coming year. Include action plans and time frames if applicable.

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### Senior Management Feedback Session Check-Off

Name of Employee: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

	<u>Date</u>
_____ Employee/Supervisor review of Job Description Questionnaire	_____
_____ Employee completes List of Accomplishments and sends to Supervisor	_____
_____ Supervisor and employee meet to discuss List of Accomplishments and establish Goals and Objectives for the new year.	_____

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

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Group Director