

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
5. WAGE AND SALARY ADMINISTRATION
5.3 PERFORMANCE EVALUATIONS**

**PERFORMANCE
EVALUATIONS
FOR
DEPARTMENT
HEADS
(APPOINTED BY
COMMISSIONERS
COURT)**

5.3-1 The purpose of performance evaluations for department heads appointed by Commissioners Court is to assess performance in the context of Montgomery County's mission and goals. These evaluations are a tool to establish Commissioners Court's expectations for the overall department and to create a positive atmosphere for growth in professional competence and leadership.

The goals of performance evaluations for department heads appointed by Commissioners Court are to promote accountability, judge performance, strengthen and promote effective leadership, and focus on successes.

Commissioners Court should evaluate department heads appointed by Commissioners Court no less than once a year. The Performance Evaluation form for department heads is posted on Montgomery County's Intranet website.

**PERFORMANCE
EVALUATIONS
FOR EMPLOYEES**

5.3-2 The purpose of performance evaluations for Montgomery County employees is to discuss the employee's performance in relation to his or her job duties and responsibilities. A written performance evaluation and an evaluation interview must be conducted at least once a year in January to reflect the employee's performance during the preceding year. The Human Resources Department must maintain original Performance Evaluation forms in each personnel file. The Performance Evaluation form for employees is posted on Montgomery County's Intranet website. Some departments choose to develop and use their own standardized evaluation form.

Written performance evaluations should be discussed with the employee in a face-to-face meeting with his or her supervisor(s). The evaluator and the employee should sign the evaluation at the end of the interview. An employee's signature does not indicate that he or she concurs with the evaluation, only that he or she received the evaluation.

5.4 POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

**POSITION
DESCRIPTION
QUESTIONNAIRE
(PDQ)**

5.4-1 Position Description Questionnaires (PDQ) are vital in conveying to the employee his or her duties and job responsibilities so that he or she may successfully perform his or her job. These descriptions should be up-to-date, and whenever a job changes, a new PDQ (signed by the elected official or department head) should be completed and sent to Human Resources. Job descriptions should be completed for each position in the department of each elected official or department head. Human Resources utilizes job descriptions for new positions and upgraded positions to determine job grade, salary, etc. to slot positions falling under the Salary Administration Plan. The Position Description Questionnaire is posted on Montgomery County's Intranet website.