

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 103-03

Eff. 2/21/12

PERFORMANCE EVALUATIONS

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It is the responsibility of the Department Manager that all information necessary to ensure satisfactory job performance is communicated to employees in a timely and clear manner. An annual performance process may be established following the completion of the consultant review.

NOTE: Pursuant to N.D. Admin. Code Chapter 4-07-10, performance reviews must be conducted annually for all Social Services' employees. The reviews must be based on individual job-related requirements, follow a standard form or approach, use performance standards, goals or objectives, review the employee's past performance, and discuss how performance may be improved or skills may be developed.