

How to Guide: Making an annual performance assessment

If you require this document in an alternative format, please contact your Line Manager.

Date
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Performance criteria to be used

To receive a performing, or 'yes', assessment an employee will need to meet **all** the agreed performance objectives as outlined below. If not, an employee is deemed to not be performing and will receive a 'no' assessment (unless something beyond their control prevents them from delivering). The annual performance assessment will take place on the anniversary date of an employee being in the role.

Key Elements of Performance assessment	All employees (including managers)
Work-based criteria <i>What the employee does in their job.</i>	<ul style="list-style-type: none"> Standards set out in the action plan are met and there are clear examples of successful outcomes. For managers, this should also include a review of whether they have successfully delivered within budget those aspects within their control, and the successful delivery of their people management accountabilities, organisational responsibilities and workforce planning. There is an identifiable contribution on the business, measured by the level of improvement in service delivery or customer experience. <p>(Examples include introduction to better working practices, efficiencies, income generation, or the introduction of innovative approaches to service delivery or ideas for these being discussed with others for potential introduction by others.)</p>
Values & behaviours <i>How the employee does their job</i>	<ul style="list-style-type: none"> Performs in line with KCC values and role models these as the predominant style of working, evidenced through feedback. For management roles this should also include reference to leadership capabilities & behaviours. Inclusion is demonstrated through day-to-day behaviours and embedded in how work is delivered. Behaviours consistently lead to a positive impact on outputs and the success of business/service at any level from team to county or organisation wide.

	<ul style="list-style-type: none"> • Takes personal responsibility and uses initiative to drive up quality standards. • Strives for improvement and puts forward ideas (not necessarily delivered themselves)
Learning & development <i>How the employee develops their capacity and capability</i>	<ul style="list-style-type: none"> • All organisational and role specific mandatory training is completed. • Demonstrates continuous learning to build expertise and to impact on own and team performance. • New skills or knowledge shared widely across the function or area of work. <p>(Examples include helping other, creating opportunities to develop colleagues or making tangible changes or benefits to the workplace.)</p>