

MEMO

To: Lancaster County Directors
Doug McDaniel, Human Resources Director

From: Kerry P. Eagan
Chief Administrative Officer

Re: 2017 Director Evaluations

Date: September 19, 2017

The Lancaster County Board of Commissioners will conduct annual director evaluations during the first two weeks of October, 2017. Evaluations will be scheduled as part of the Board's Thursday Staff Meeting. Based on input from directors, the County Board has changed the evaluation procedure. Instead of a series of prepared questions, each director will be asked to give a comprehensive report providing the County Board with information on how your department has operated since your last evaluation.

Your report should be prepared in the following format:

1. The report should focus on the main services your agency provides, as identified in the services-based budget adopted for your department;
2. List your important accomplishments for the previous year;
3. Set forth your goals for the upcoming year;
4. Identify the major challenges faced by your department in the upcoming years; and
5. Presentations, including any questions from the Board about your presentation, will be scheduled for twenty (20) minutes each.

Please do not hesitate to contact me if you have any questions about this new evaluation process.