MARATHON COUNTY FINANCE DEPARTMENT
PERFORMANCE REVIEW MATRIX
May 2015

SERVICE		
Develop Information that is useful, accurate, and relevant for financial users.		
I do not create documents that would improve or help others understand a process.	I create documents or training guides that I understand but others may not be able to follow.	I create financial documents or training guides with simple instructions that anyone could follow, even those not familiar with the topic or information.
Deliver services in a respectful and professional manner.		
When another person asks for help with a financial system or process, I tell them I am busy and will not be able to assist them.	When another person asks for help with a financial system or process, I set up a time to meet with them to review the process.	When another person asks for help with a financial system or process, I meet with them and review the process until I feel they fully understand the steps involved.
Respond to the requests of employees and the public in a timely manner.		
When another person requests my assistance, I do not respond to them and hope that they ask someone else in the department for help.	When another person requests my assistance, I complete their request and respond to them when I finish what I am currently working on.	When another person requests my assistance, I stop what I am currently working on to assist them and complete their request during that work day.

INTEGRITY

Develop reliable and accurate systems for financial reporting.

I do not complete financial reports accurately and my work often has errors or negative audit findings.	I complete financial reports that are accurate to the best of my knowledge.	I complete accurate financial reports that are submitted by the required deadline, comply with state regulations and GASB standards, and have no audit findings.

Practice confidentiality in all areas that are legally required.

I do not handle confidential information (PI) with care. I often leave confidential information (PI) in places where it is accessible to unauthorized personnel.	I handle confidential information (personally identifiable or PI) with care.	I handle confidential information (PI) with care. When I am finished using confidential information (PI), I file it in a safe location and/or shred documents that are no longer need.

Committing to Honesty, Mutual Respect, and Trust in Others.

When I work with others, I do not show mutual respect and make it obvious that I do not trust that they will complete the work they have been given. If I make a mistake, I will try to hide it and will not be honest when others confront me about the issue.	When I work with others, I show mutual respect and trust that they will complete the project to the best of their abilities.	I always respect the ideas of others and trust that we will complete the project to the best of our abilities.

QUALITY

Develop and continually review County-wide policies for financial accounting and internal control procedures.

I never help improve current practices, processes, or procedures.	I suggest ways to improve current practices, processes, or procedures.	I always suggest and look for ways to improve current practices, processes, and procedures.

Maintain best practices as recognized by professional organizations through continuing education and training.

I do not attend training because I have enough training to do my job.	I attend training that is suggested or required for my job.	I actively seek opportunities that will help me expand my knowledge and skillset.
I do not audit information for compliance	I audit information for accuracy and compliance to policies and regulations	I audit information for accuracy and compliance to policies and regulations and follow up with my supervisors if there are non-compliant items

DIVERSITY

Respect differences in each other and recognize each other's strengths.

I often point out the weaknesses of other coworkers and make it clear that they do not have the skills for their job.	I help others build on their strengths and look for ways to improve areas where they are weak.	I help others build on their strengths, improve areas where they are weak, and strive to achieve a balanced workforce.

Work with all employees and the public to provide services in a meaningful way.

When I work with others I complete my part of the project by myself and do not assist with any other areas of project.	When I work with others I try to make sure everyone feels included and that we are all working together.	When I work with others I make sure everyone is included, that the group is working together, and that everyone is pleased with the final product.

SHARED PURPOSE

Provide financial reporting and related data to all stakeholders and employees.

I do not provide financial information to all interested parties.	I provide financial information to interested parties when requested.	I work together with internal and external partners to provide all stakeholders and coworkers with complete and accurate information.

Develop training and accounting support services for County departments.

I set up training for County employees that will help me get my job done.	I work with my coworkers to set up training that meets the needs of our customers.	I collaborate with internal and external partners to develop training that helps others understand and complete their job more effectively.

STEWARTSHIP OF RESOURCES

Notify appropriate staff to implement cost saving opportunities. Work to reduce costs and brainstorm new ways to use County assets more efficiently.

I do not look for cost saving opportunities. I do not take advantage of all available resources.	Through my work I look for new ideas that will save the County steps and resources.	Through my work I take full advantage of all available resources and develop new cost saving methods for the County.

Continually reviews policies and recommend improvements for cost savings and efficiencies.

I may follow the policies in place.	I review current policies and think of ways to make improvements for cost savings and efficiency.	I actively seek ways to develop new policies that improve our processes, reduce costs, and create efficiencies.