

Employee's Name: \_\_\_\_\_

## EMPLOYEE PERFORMANCE EVALUATION

Employee's Unit: \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ to \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Performance Factors	Comments and/or Examples ( <i>Attach extra sheets as necessary</i> )	Rating	Weighting Factor
<b>Success against unit goals:</b>  <u>Weight:</u> Unit Head: 40% All Others: 20%		Outstanding (5)	x .4 = _____
		Exceeds Expectations (4)	
		Meets Expectations (3)	
		Needs Improvement (2)	
		Unsatisfactory (1)	
<b>Individual goals:</b>  <u>Weight:</u> Unit Head: 25% All Others: 45%		Outstanding (5)	x .25 = _____
		Exceeds Expectations (4)	
		Meets Expectations (3)	
		Needs Improvement (2)	
		Unsatisfactory (1)	
<b>Professional and personal development goals:</b>  Weight: 10%		Outstanding (5)	x .1 = _____
		Exceeds Expectations (4)	
		Meets Expectations (3)	
		Needs Improvement (2)	
		Unsatisfactory (1)	

### Definitions of Performance Rating Categories

- 5 – OUTSTANDING: The employee has exceeded all of the performance expectations for this factor and has made many significant contributions to the efficiency and economy of this organization.
- 4 – EXCEEDS EXPECTATIONS: The employee regularly works beyond a majority of the performance expectations of this factor and has made significant contributions to the efficiency and economy of this organization through such performance.
- 3 – MEETS EXPECTATIONS: The employee has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization.
- 2 – NEEDS IMPROVEMENT: The employee has failed to meet one or more of the significant performance expectations for this factor.
- 1 – UNSATISFACTORY: The employee has failed to meet the performance expectations for this factor.

Stretch goals  Weight: 5%	(Note: “Outstanding” means exceeded these goals; “Exceeds Expectations” means worked on these goals; all others “Meet Expectations.”)		Outstanding (5)	x .05 = _____
			Exceeds Expectations (4)	
			Meets Expectations (3)	
		n/a	Needs Improvement	
		n/a	Unsatisfactory	
Professional Behaviors  Weight: 20%	1. Adherence to G.U.I.D.E 2. Ethics & Integrity 3. Job Knowledge 4. Communication Skills 5. Teamwork and Interpersonal Skills 6. Creativity and Innovation 7. Self-Leadership 8. Adaptability		Outstanding (5)	x .2 = _____
			Exceeds Expectations (4)	
			Meets Expectations (3)	
			Needs Improvement (2)	
			Unsatisfactory (1)	

Total: \_\_\_\_\_

(round up or down to the nearest ½ as appropriate for final rating)

Specific Achievements or Other Comments:		
Training & Development Suggestions:		
Rater’s Name:	Rater’s Title	Signature:
<input type="checkbox"/> Reviewed by WSUF HR Office (this block MUST be checked prior to meeting with the employee regarding this evaluation)		
Employee’s Signature:	Date:	<input type="checkbox"/> Employee Comments Attached