



EMPLOYEE PERFORMANCE EVALUATION

INSTITUTION/DEPARTMENT

See 60.55.

WSU ID NO.

EMPLOYEE'S NAME	CLASSIFICATION TITLE	EVALUATION PERIOD FROM TO	EVALUATION DATE
PERFORMANCE FACTORS	PERFORMANCE EXPECTATIONS: COMMENTS AND/OR EXAMPLES (ATTACH EXTRA SHEETS IF NEEDED)		RATING
1. QUALITY OF WORK COMPETENCE, ACCURACY, NEATNESS, THOROUGHNESS.			OUTSTANDING *
			EXCEEDS EXPECTATIONS
			MEETS EXPECTATIONS
			NEEDS IMPROVEMENT
			UNSATISFACTORY *
2. QUANTITY OF WORK USE OF TIME, VOLUME OF WORK ACCOMPLISHED, ABILITY TO MEET SCHEDULES, PRODUCTIVITY LEVELS			OUTSTANDING *
			EXCEEDS EXPECTATIONS
			MEETS EXPECTATIONS
			NEEDS IMPROVEMENT
			UNSATISFACTORY *
3. JOB KNOWLEDGE DEGREE OF TECHNICAL KNOWLEDGE, UNDERSTANDING OF JOB PROCEDURES AND METHODS			OUTSTANDING *
			EXCEEDS EXPECTATIONS
			MEETS EXPECTATIONS
			NEEDS IMPROVEMENT
			UNSATISFACTORY *
4. WORKING RELATIONSHIPS COOPERATION AND ABILITY TO WORK WITH SUPERVISOR, CO-WORKERS, STUDENTS, AND CLIENTS SERVED.			OUTSTANDING *
			EXCEEDS EXPECTATIONS
			MEETS EXPECTATIONS
			NEEDS IMPROVEMENT
			UNSATISFACTORY *
5. SUPERVISORY SKILLS TRAINING AND DIRECTING SUBOR- DINATES, DELEGATION, EVALUATING SUBORDINATES, PLANNING AND ORGANIZING WORK, PROBLEM SOLVING, DECISION MAKING ABILITY, ABILITY TO COMMUNICATE			OUTSTANDING *
			EXCEEDS EXPECTATIONS
			MEETS EXPECTATIONS
			NEEDS IMPROVEMENT
			UNSATISFACTORY *
6. OPTIONAL FACTOR (Empty space for optional factor)			OUTSTANDING *
			EXCEEDS EXPECTATIONS
			MEETS EXPECTATIONS
			NEEDS IMPROVEMENT
			UNSATISFACTORY *

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

- 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 through such performance.
- 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.
- MEETS EXPECTATIONS** – The employee has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization.
- NEEDS IMPROVEMENT** – The employee has failed to meet one or more of the significant performance expectations for this factor.
- UNSATISFACTORY *** – The employee has failed to meet the performance expectations for this factor.

* Give specific examples of this employee's performance.

7. SPECIFIC ACHIEVEMENTS (Attach additional sheets if necessary)

8. PERFORMANCE GOALS FOR THE NEXT EVALUATION PERIOD

9. TRAINING AND DEVELOPMENT SUGGESTIONS

10. ATTENDANCE (Supervisor's Comments)

RATER'S NAME (Print or type)	RATER'S TITLE	RATER'S SIGNATURE	DATE RATED
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EMPLOYEE'S COMMENTS

This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation.	EMPLOYEE'S SIGNATURE	DATE SIGNED
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REVIEWER'S COMMENTS

REVIEWER'S NAME (Print or type)	REVIEWER'S TITLE	REVIEWER'S SIGNATURE	DATE REVIEWED
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