



# EMPLOYEE PERFORMANCE EVALUATION

INSTITUTION/DEPARTMENT
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See 60.55.

WSU ID NO.
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EMPLOYEE'S NAME	CLASSIFICATION TITLE	EVALUATION PERIOD FROM                      TO	EVALUATION DATE
<b>PERFORMANCE FACTORS</b>	<b>PERFORMANCE EXPECTATIONS: COMMENTS AND/OR EXAMPLES (ATTACH EXTRA SHEETS IF NEEDED)</b>		<b>RATING</b>
<b>1. QUALITY OF WORK</b>  COMPETENCE, ACCURACY, NEATNESS, THOROUGHNESS.			OUTSTANDING *
			EXCEEDS EXPECTATIONS
			MEETS EXPECTATIONS
			NEEDS IMPROVEMENT
			UNSATISFACTORY *
<b>2. QUANTITY OF WORK</b>  USE OF TIME, VOLUME OF WORK ACCOMPLISHED, ABILITY TO MEET SCHEDULES, PRODUCTIVITY LEVELS			OUTSTANDING *
			EXCEEDS EXPECTATIONS
			MEETS EXPECTATIONS
			NEEDS IMPROVEMENT
			UNSATISFACTORY *
<b>3. JOB KNOWLEDGE</b>  DEGREE OF TECHNICAL KNOWLEDGE, UNDERSTANDING OF JOB PROCEDURES AND METHODS			OUTSTANDING *
			EXCEEDS EXPECTATIONS
			MEETS EXPECTATIONS
			NEEDS IMPROVEMENT
			UNSATISFACTORY *
<b>4. WORKING RELATIONSHIPS</b>  COOPERATION AND ABILITY TO WORK WITH SUPERVISOR, CO-WORKERS, STUDENTS, AND CLIENTS SERVED.			OUTSTANDING *
			EXCEEDS EXPECTATIONS
			MEETS EXPECTATIONS
			NEEDS IMPROVEMENT
			UNSATISFACTORY *
<b>5. SUPERVISORY SKILLS</b>  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 *
<b>6. OPTIONAL FACTOR</b>  (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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