



*Performance  
Evaluation Guide  
for  
Classified Staff Employees*

**Classified Staff  
Performance Evaluation Program**

**June 2011**

# Performance Evaluation Guide for Classified Staff Employees

## TABLE OF CONTENTS

Preamble .....	3
Prior to Meeting with Your Supervisor .....	3
Initial Supervisor/Employee Meeting to Establish Evaluation Criteria and Standards .....	3
Prior to the Performance Evaluation Review Session .....	4
During the Evaluation Session.....	4
Appealing the Evaluation.....	5
During the Next Evaluation Review Period.....	5
Sample Performance Evaluation Form .....	6

## *Preamble*

Performance reviews will be conducted at least once during probationary and trial service periods and at least annually thereafter. This guide serves to promote productive performance evaluations.

Performance evaluations are based on a mutual understanding between you and your supervisor of the important elements of your job. It is to your benefit to participate as fully as possible in establishing the criteria upon which you will be evaluated.

## *Prior to Meeting with Your Supervisor*

1. Obtain a copy of your position description.
2. Review the sample [Employee Performance Evaluation Form](#).
3. List three (3) to eight (8) major duties or responsibilities of your position. Compare the self list of duties with those of your written job description. Note any additional duties you have assumed or been given since your job description was written.
4. Think about what suggestions you might have that would enable you to do your job more smoothly or increase the efficiency of your department. For example, time-saving activities, better communication, more efficient distribution of work, etc.
5. List any problems you might be aware of, especially those that keep you from completing your assigned tasks. Plan to discuss examples where your supervisor's expectations have not taken into account the full scope and complexity of your assignment(s).
6. Prepare to discuss your career goals. Identify training that would be beneficial in helping you achieve your goals.
7. Consider, if you were the rater, what would be your basis for evaluating the quality and quantity of your work, job knowledge, working relationships, and supervisory skills (if applicable).

## *Initial Supervisor/Employee Meeting to Establish Evaluation Criteria and Standards*

The primary goal of this meeting is for you and your supervisor to decide upon the specific performance evaluation criteria.

The following suggestions may help you attain that goal:

1. Be open and honest – don't be defensive – and fully participate in the meeting.
2. Listen to and write down important comments and suggestions from your supervisor. Attempt to understand your supervisor's responsibilities and how your duties relate to his/her overall responsibility.
3. Try to work out mutually acceptable solutions to problems that may be indicated, and ask questions or ask for clarification about anything that comes up in the review session.
4. Evaluation criteria for your position will be written and a copy should be available to you following the meeting. Be sure that you and your supervisor arrive at a full understanding of these criteria. Make sure you understand the goals of your department and/or unit and how they relate to the goals of the University.

### *Prior to the Performance Evaluation Review Session*

1. Review the written criteria and standards initially established by you and your supervisor.
2. Rate yourself on your own performance. You may be asked to do this by your supervisor; if you are not, it is a good idea to complete one on your own.
3. Review your position description, your goals, and anything else you feel might be important to establish the new criteria and standards for the next reviewing period.

### *During the Evaluation Session*

1. Listen closely as your supervisor explains how he/she arrived at the ratings you have received.
2. Discuss the evaluation. Provide facts about your performance.
3. Discuss how to maintain or improve your level of performance over the next review period.
4. Discuss any problems or suggest training needs.
5. With your supervisor, establish new rating criteria and performance expectations for the next review period.

6. Sign the evaluation form. This signature only means the form was discussed with you – NOT whether you agree or disagree with your supervisor's evaluation of your performance.

### *Appealing the Evaluation*

Per bargaining unit contracts, performance evaluations are not subject to the grievance process. The ratings you receive can be discussed with the next-higher level of supervision who may decide to adjust the ratings. Performance evaluations are filed in your official personnel file in the Human Resources Department. You may request information be included with your evaluation form.

### *During the Next Evaluation Review Period*

1. Following the performance evaluation session, work with your supervisor to update your job description, if needed, so that your current duties are documented and mutually understood. Your supervisor should work with HR to ensure that all revisions remain within the job specifications for your position.
2. Work toward fulfilling the objectives and goals as outlined with your supervisor in your initial meeting and as described in your written criteria.
3. Keep your supervisor informed of job problems on a timely basis – particularly those which prevent you from meeting performance expectations. It is not necessary to wait for the next evaluation meeting to make suggestions or to discuss problems.
4. Follow through on training/professional development approved by your supervisor.

**WESTERN WASHINGTON UNIVERSITY**  
**Employee Performance Evaluation**

Employee's Name:		Classification:			
Institution/Department:		Evaluation Period: From:                      To:		Evaluation Date:	
Performance Factors	Performance Description: Comments and/or examples (Attach extra sheets if needed)			Rating	
<b>1. Quality of Work</b> Competence, accuracy, neatness, thoroughness.				<input type="checkbox"/> Outstanding* <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory*	
<b>2. Quantity of Work</b> Use of time, volume of work accomplished, ability to meet schedules, productivity levels.				<input type="checkbox"/> Outstanding* <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory*	
<b>3. Job Knowledge</b> Degree of technical knowledge, understanding of job procedures and methods.				<input type="checkbox"/> Outstanding* <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory*	
<b>4. Working Relationships</b> Cooperation and ability to work with supervisor, co-workers, students, and clients served.				<input type="checkbox"/> Outstanding* <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory*	
<b>5. Supervisory Skills</b> Training and directing subordinates, delegation, evaluating subordinates, planning and organizing work, problem solving, decision making ability, ability to communicate.				<input type="checkbox"/> Outstanding* <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory*	
<b>6. Optional Factor</b> Examples include communication skills, adaptability, judgment, initiative, problem solving, etc.				<input type="checkbox"/> Outstanding* <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> 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** (Use additional sheets if necessary)

**8. Performance Goals for the Next Evaluation Period**

**9. Training and Development Suggestions**

**10. Attendance** (Supervisor's Comments)

<b>Supervisor's Name</b> (Print or Type)	<b>Title</b>	<b>Signature*</b>	<b>Date Rated</b>
--	--------------	-------------------	-------------------

**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 review session was held with me; it does not necessarily indicate that I agree with the evaluation.

<b>Employee's Signature</b>	<b>Date Signed</b>
-----------------------------	--------------------

**Department Head's Comments**

<b>Name</b> (Print or Type)	<b>Title</b>	<b>Signature</b>	<b>Date Reviewed</b>
-----------------------------	--------------	------------------	----------------------

\*Upon completion of all signatures, provide a copy of this review to employee. Forward original to Personnel file located in Human Resources.