

Evaluation Process/Checklist

Notify employee and establish a meeting time.

Inform the employee (preferably in person) that their annual evaluation is due and that you will be setting up an appointment to discuss the process.

Gather and review relevant performance material prior to meeting with employee.

Provide current job description to the employee prior to the meeting.

Ask the employee to review and be prepared to discuss necessary revisions when you meet to discuss the evaluation process.

Meet with employee.

Email epas@wwu.edu requesting to create an on-line Employee Performance Evaluation. Please make sure to include the supervisor AND employee W's.

Create the on-line evaluation form for your employee.

After HR receives your email request, you will receive an email notice with instructions to access the system.

Monitor the completion of the evaluation participants.

Complete the Final Evaluation Form.

Meet with employee to discuss Final Evaluation Report.

Send Final Evaluation Report (with original signatures) and Comment Summary to Human Resources (MS-9054) or HR@wwu.edu.