



**Human Resource Services**  
Eastern Washington University  
314 Showalter Hall  
Cheney, WA 99004-2445

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**TO:**

**FROM:** Human Resource Services

**DATE:**

**SUBJECT:** Annual Performance Evaluation

**Attached is the annual performance evaluation for an employee in your department due** .

The following steps should be followed to comply with the civil service performance evaluation process:

1. Fill out the evaluation form to include performance expectations, ratings and comments on the back.
2. Schedule an appointment with the employee to discuss the evaluation.
3. After the interview, have the employee make comments (if he/she wishes) and sign. Explain that a signature does not mean agreement with the ratings. It only means the ratings have been discussed with the employee.
4. Send the completed form to your supervisor for review, comments and signature.
5. A copy of the form should be given to the employee and the original along with the attached signed checklist should be returned to our office for review and placement in the employee's personnel file.
6. **In order to have the evaluation placed into the employees Personnel Record you must: Prior to the beginning of each annual Evaluation period, the employee shall be provided a written job description, class specification, job duties and responsibilities, and written performance expectations and factors necessary to achieve the performance ratings on the performance evaluation forms.**

**The evaluation is due in Human Resources the date noted on the evaluation form, or as otherwise mutually agreed to in writing.**

If you have any questions pertaining to the evaluation process or need assistance, please contact Human Resource Services at 509.359.2381.

Attachment: Compliance Checklist(s)  
Annual Performance Evaluation form(s)



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**EMPLOYEE:**

**EMPLOYEE ID NUMBER:**

**Due Date:**

**Annual Performance Evaluation Compliance Checklist**

The following information needs to accompany all evaluation materials returned to the Office of Human Resources. Evaluations that do not contain all of the items listed below will be considered invalid and Human Resources will notify the respective Vice President of the Division and report the omission.

- ☐ Completed annual performance evaluation form
- ☐ Job description containing job duties and responsibilities
- ☐ Class specification
- ☐ Performance expectations for next annual cycle
- ☐ Performance factors for next annual cycle

I have received the items checked above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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*If the performance evaluation will reach Human Resources after the above due date, please have your employee mark the appropriate box and sign.*

- ☐ **I do not wish** to have my performance evaluation placed in my file – **past due date**
- ☐ **I do wish** to have my performance evaluation placed in my file – **past due date**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## HIGHER EDUCATION PERSONNEL Employee Performance Evaluation

Employee's Name:		ID Number:		Classification:	
Institution/Department: EWU/		Evaluation Period: From:                      To:		Evaluation Date:	
Performance Factors	Performance Expectations: Comments and/or examples (Attach extra sheets if needed)			Rating	
<b>1. Quality of Work</b> Competence, accuracy, neatness, thoroughness.				Choose One 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.				Choose One Outstanding* Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory*	
<b>3. Job Knowledge</b> Degree of technical knowledge, understanding of job procedures and methods.				Choose One 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.				Choose One Outstanding* Exceeds Expectations Meets Expectations Needs Improvement 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.				Choose One Outstanding* Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory*	
<b>6. Optional Factor</b>				Choose One 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.

<b>7. Specific Achievements</b> (Use additional sheets if necessary)			
<b>8. Performance Goals for the Next Evaluation Period</b>			
<b>9. Training and Development Suggestions</b>			
<b>10. Attendance</b> (Supervisor's Comments)			
Rater's Name (Print or Type)	Rater's Title	Rater's Signature*	Date Rated
<b>Employee's Comments</b>			
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
<b>Reviewer's Comments</b>			
Reviewer's Name (Print or Type)	Reviewer's Title	Reviewer's Signature*	Date Reviewed

\*A copy of the signed annual evaluation form will be provided to the employee upon request.