



**Performance Evaluation Program  
for Classified Staff Employees**

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## **Performance Evaluation Program for Classified Staff Employees**

Washington State Law governing Higher Education employees requires that performance evaluations be conducted at least annually. To assist you in preparing for the Performance Evaluation Program, this guide contains suggestions which should help you and your supervisor conduct an evaluation. The suggestions contained in this guide will give you a better understanding of how the Performance Evaluation Program works and how you can fully participate.

Please do not hesitate to contact Human Resources (x3774) if you have suggestions for changes to this guide or if you have further questions about the program.

This program is based on a mutual understanding, between you and your supervisor, of the important elements of your job. The following list of suggestions will assist you in preparing your part of the program. We suggest you save this list to refer to over the coming months, as the evaluation program is an on-going process.

**REMEMBER, 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. Higher Education Personnel (HEP) class specifications for your position are available online at <http://www.acadweb.wvu.edu/hr/Employment/index.shtml> or from Human Resources. Ask your supervisor for a copy of your class specification as well as a copy of your position description. You may wish to keep copies of both in your files.
2. Review the sample Employee Performance Evaluation Form attached. The form is also available online at <http://hr.dop.wa.gov/forms/perfeval.doc>. Rules regarding the performance evaluation process are available at <http://hr.dop.wa.gov/lib/hrdr/251wacs/wac25120.htm>.
3. List three to eight major duties or responsibilities of your position (depending on your job, you may wish to keep a written record of your tasks for a few days to assist you in compiling this self list). 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 with your supervisor examples where his/her

expectations have not taken into account the full scope and complexity of your assignment(s).

6. Prepare to discuss your career goals. Is there training that would be beneficial in helping you achieve these goals? Where would you get it?
7. If you were the rater, what would be your basis for evaluating the quality and quantity of your work? Job knowledge? Working relationships? 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 interview that you are not sure about.
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.

### *During the Evaluation Review Period*

1. Work toward fulfilling the objectives and goals as outlined with your supervisor in your initial meeting and as described in your written criteria.
2. 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.

### *Just 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 new 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. 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.
4. Discuss how to maintain or improve your level of performance over the next review period.
5. Discuss any problems or suggest training needs.
6. With your supervisor, establish new rating criteria and performance expectations for the next review period.

### *Appealing the Evaluation*

1. A formal appeal process is available through the Personnel Appeals Board only for the use in appealing the performance evaluation process itself. (For example, if your supervisor neglected to review your evaluation with you.)
2. The ratings you receive can be discussed with the next-higher level of supervision who may decide to adjust the ratings. You may submit information to be included with your evaluation form should you so desire. (Every evaluation will be reviewed by a second level of supervision.)

The purpose of the Performance Evaluation Program is to provide an opportunity to promote communication and understanding between supervisors and employees. Although state statute only requires performance evaluation sessions to be conducted once a year, ongoing communication regarding job performance is necessary to perform your duties more effectively.

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<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.