

WALLA WALLA COUNTY EMPLOYEE PERFORMANCE EVALUATION

Employee Name		Employee No	Date
Department Personnel/Risk Management		Job Title	
Check One <input type="checkbox"/> Probationary Review <input type="checkbox"/> Other: _____ <input type="checkbox"/> Annual			
Date of Hire	Date of last review	Date employee began present position Same as hire date	Date of next review November 2008

Key to Ratings:

- Exceeds Expectations:** Performance usually exceeds expectations in several significant areas.
- Meets Expectations:** Has attained competent day-to-day performance and meets standards consistently.
- Needs Improvement:** Day-to-day performance shows limitations requiring more than minimal reminders and close monitoring.
- Unacceptable:** Day-to-day performance shows significant limitations and definite need for improvement.
- Not Applicable/Not Observed**

I. JOB KNOWLEDGE Employee possesses clear understanding of the responsibilities and tasks he or she must perform.

(check one)	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Not Applicable/Not Observed	(see key above)
Comments:						

II. JOB PERFORMANCE (QUALITATIVE) The neatness, thoroughness, accuracy and overall quality of the employee's work.

(check one)	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Not Applicable/Not Observed	(see key above)
Comments:						

III. JOB PRODUCTIVITY (QUANTITATIVE) The employee demonstrates a commitment toward achieving results. Tasks are completed efficiently and effectively.

(check one)	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Not Applicable/Not Observed	(see key above)
Comments:						

IV. DEPENDABILITY Employee can be relied upon to complete assigned tasks, and is conscientious about their attendance and timelines.

(check one)		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Not Applicable/Not Observed	(see key above)
-------------	--	---	---	--	---------------------------------------	--	-----------------

Comments:

V. COOPERATION Employee demonstrates a willingness to work with associates, subordinates, supervisors and others. Responds willingly to changes in procedure, process, responsibility and assignments.

(check one)		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Not Applicable/Not Observed	(see key above)
-------------	--	---	---	--	---------------------------------------	--	-----------------

Comments:

VI. INITIATIVE Demonstrates an ability to think and act independently. Originates innovative ideas and methods to improve job or complete tasks better.

(check one)		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Not Applicable/Not Observed	(see key above)
-------------	--	---	---	--	---------------------------------------	--	-----------------

Comments:

VII. WORK ENVIRONMENT AND SAFETY Maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.

(check one)		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Not Applicable/Not Observed	(see key above)
-------------	--	---	---	--	---------------------------------------	--	-----------------

Comments:

VIII. OVERALL PERFORMANCE Overall appraisal of the employee's job performance.

(check one)		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Not Applicable/Not Observed	(see key above)
-------------	--	---	---	--	---------------------------------------	--	-----------------

Comments:

IX. EMPLOYEE PROFESSIONAL GROWTH & DEVELOPMENT PLAN:

The attached plan is based on the performance information above and will be utilized in the next scheduled performance evaluation.

X. Additional Supervisor Comments:**CERTIFICATION OF PERFORMANCE APPRAISAL:**

Supervisor Signature

XI. Employee Comments:**Employee Acknowledgement of Appraisal and Performance Discussion with Supervisor:**

Employee Signature	Date	Review Requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--------------------	------	-------------------	------------------------------	-----------------------------

Elected Official/Department Director Comments: (If review requested)

Elected Official/Department Director Signature

Date