

**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)
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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)
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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)
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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)
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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)
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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?

☐ Yes

☐ No

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

Elected Official/Department Director Signature

Date