



Clinical Support Service  
Administrative Policies and Procedures

## **Performance Evaluations**

**Policy Number:** 1.20

**Effective Date:** 03/02

**Revision Date:**

**Purpose:**

To systematically review and document an employee's performance, to evaluate growth and development, set goals for future performance, identify educational needs, and comply with the Personnel Board and accrediting body regulations and labor contracts.

**Policy:**

- Performance evaluations are based on job requirements such as position descriptions, management and clinical standards, and divisional and organizational policies and procedures.
- For classified staff the University of Washington Employee Performance Evaluation form shall be used to record employee's evaluation, see attached. This form can be found on the HR web page at <http://www.washington.edu/admin/hr/forms/> . This form may be supplemented with additional forms and/or information used by a department to support the evaluation.
- For professional staff the University of Washington Professional Staff Performance Development Review form shall be used to record the employee's evaluations, see attached. Optionally the Professional Staff Performance Feedback form may be used, see attached. These forms can be found on the HR web page at <http://www.washington.edu/admin/hr/forms/> . These forms may be supplemented with additional forms and/or information used by the department, to support the evaluation.
- The annual evaluation must include an annual competency assessment. Reference HMC Administrative Policies and Procedure number 105.5,

Competency Assessment and Development, for detailed information on annual competency requirements.

- Employee performance will be based on performance expectations as established between the supervisor and employee.
- Each employee will be evaluated prior to the end of their probationary period or trial service and a minimum of yearly thereafter. This includes hourly, classifieds and professional staff.
- A copy of the annual evaluation form will be provided to the employee upon request.

**Procedure:**

1. Upon appointment to a position, the employee's supervisor will provide the employee with the following:
  - the job specification for the class,
  - the employee's job specific duties and responsibilities,
  - written performance expectations and evaluation criteria,
  - and competency requirements.These will remain in effect for future evaluations unless action is taken to modify them and the employee has been provided with a copy of the changes.
2. Each employee is evaluated prior to the end of their probationary period (six months after the date of hire), and a minimum of yearly thereafter. *A three-month assessment during an employee's probationary period is recommend.*
3. The supervisor conducts the annual performance evaluation recording and informing the employee regarding how well he/she has met the job performance expectations and evaluation criteria.
4. As part of the evaluation process, the employee is given the opportunity to discuss their evaluation with their supervisor, write comments and sign the form.
5. The employee's supervisor and second level supervisor reviews and signs the evaluation.
6. The completed annual evaluation form is placed into employees departmental personnel file.
7. The performance evaluation is retained in the employee's file for no more than three years.

**Cross References:**

HMC Administrative Policy: Competency Assessment and Development

WAC 251-020-(010, 020, 030, 040, 050, 060)

WAC 251-19-(050, 060)

**Revisions:**

---

---

Associate Administrator: \_\_\_\_\_ Date: \_\_\_\_\_