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| **\\lewis.hsa.washington.edu\users\psmith83\Desktop\HSA LH.png**  **PERFORMANCE DEVELOPMENT PLAN** | | | Institution / Department  HSA Unit: |
| **Employee Name** | Classification Title | Evaluation Period for Pro Staff  FROM **1/01/2014**  TO **6/01/2014** | Evaluation Date |
| **ORGANIZATIONAL IMPACT →** | *How does this position contribute to the stated mission and goals of the relevant HSA Unit?* | *How does this position contribute to the UW mission?* | |
| PERFORMANCE FACTORS | Performance Expectations | Examples and Comments | RATING |
| **Quality of work**    Competence, accuracy, thoroughness, across service profile. |  |  | Exceeds expectations\* |
| Meets expectations |
| Needs improvement\* |
| **Quantity of work**  Use of time, volume of work accomplished, ability to meet schedules, efficiency and productivity levels. |  |  | Exceeds expectations\* |
| Meets expectations |
| Needs improvement\* |
| **Job knowledge**    Degree of technical knowledge, understanding of job procedures, method and best practices. |  |  | Exceeds expectations\* |
| Meets expectations |
| Needs improvement\* |
| **Working relationships/Service**  Communication, cooperation and ability to work with supervisor, colleagues, co-workers, students and clients served. |  |  | Exceeds expectations\* |
| Meets expectations |
| Needs improvement\* |
| **Leadership and/or Supervisory skills**  Leadership skills across activity scope.  Training, directing and/or evaluating subordinates and/or teams, delegation, planning and organizing work, problem solving, decision-making ability, ability to communicate effectively. |  |  | Exceeds expectations\* |
| Meets expectations |
| Needs improvement\* |
| **Alignment and progress with Unit Mission, Values, Strategies** |  |  | Exceeds expectations\* |
| Meets expectations |
| Needs improvement**\*** |

\*Provide specific examples of this employee’s performance

**DEFINITIONS OF PERFORMANCE RATING CATEGORIES**

**Exceeds Expectations\*** – The employee regularly works beyond a majority of the performance expectations of this factor and has made many 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.

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| Employee Name | Classification Title | | Evaluation Period FROM **1/01/2014**  TO **6/01/2014** | | Evaluation Date |
| 1. SPECIFIC ACHIEVEMENTS (Attach additional sheets if necessary) | | | | | |
| 1. PERFORMANCE GOALS FOR THE NEXT EVALUATION PERIOD | | | | | |
| 1. TRAINING AND DEVELOPMENT SUGGESTIONS | | | | | |
| 1. ATTENDANCE (Supervisor’s Comments) | | | | | |
| RATER’S NAME (*supervisor or primary evaluator)* | RATER’S TITLE | | | RATER’S SIGNATURE | DATE RATED |
| EMPLOYEE’S COMMENTS - | | | | | |
| 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 |
| SECONDARY REVIEWER’S SECTION (where bargaining unit, HSA unit or department policy requires a secondary review of rater’s evaluation) | | | | | |
| Reviewer’s Comments: | | | | | |
| REVIEWER’S NAME (Print or Type) | REVIEWER’S TITLE | REVIEWER’S SIGNATURE | | | DATE REVIEWED |

● A copy of the signed evaluation will be provided to the employee upon request. Revised 4/25/2014