



Human Resource Services
Eastern Washington University
314 Showalter Hall
Cheney, WA 99004-2445

TO:

FROM: Human Resource Services

DATE:

SUBJECT: Five-Month Performance Evaluation

Attached is the five-month performance evaluation for

The following steps should be followed to comply with the civil service performance evaluation process:

1. Fill out the evaluation form indicating whether you recommend or don't recommend retention of the employee in this class.
2. Schedule an appointment with the employee to discuss the evaluation.
3. After the interview with the employee, have him/her make comments (if he/she wishes) and sign. Explain that a signature does not mean agreement with the ratings. It only means you have discussed the ratings.
4. Send the completed form to your supervisor for review, comments and signature.
5. A copy of the form should be given to the employee and the original should be returned to our office for review and placement in the employee's personnel file.

If you have any questions pertaining to the evaluation process or need assistance, please contact

Human Resource Services at 509.359.2381

Attachment: Five-Month Performance Evaluation



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RATING SHEET FOR PROBATIONARY OR TRIAL SERVICE EMPLOYEES
(To be completed after 5 months and before 6 months employment)

Supervisor's Name:

Department:

Employee's Name:

ID Number:

* Six Months Employment Completion Date:

I do Recommend

I do not Recommend

that this employee be accepted as a permanent member of the Eastern Washington University classified staff service. (If this recommendation differs from that shown on the 90-day rating sheet, please explain below.)

General comments or recommendations:

Supervisor's Signature

Date

Employee's Signature

Date

Reviewing Official's Signature

Date

Reviewed by _____
Office of Human Resources

If you do not recommend retention, the rating sheet should be in the Human Resources Office at least one week prior to completion of the probationary period. Recommendations for trial service employees must be in earlier. Employees completing six (6) months of service will receive permanent status, regardless of a late recommendation for dismissal.