## **Rate and Review Performance**

Beginning 2 months before the evaluation due date you will receive a notification that is time to **Evaluate the Performance** of the employee. To complete this step, click Go.

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ABOUT ME	MY TASKS - TIMELINE	DIRECT REPORTS
		Employee 01
Supervisor 01 Supervisor01@wsdot.wa.gov	PERFORMANCE AND GOALS Evaluate The REQUIRED Performance Of Employee 01	
	<b>Start Date Due Date</b> 12/15/2017 11/09/2018	
START EVALUATION Start Evaluation	GO	<
PMP HELP		

In the **Competency Assessment Section**, rate each of the selected competencies using the dropdown menu and comment. It is recommended that you click save at various times, to save your progress.

re Competencies	
Expand All	
X: Safety Awareness	Meets Expectations
Being aware of conditions that affect employee safety.	
Identifies safety issues and problems	
Detects hazardous working conditions and safety problems; checks equipment and/or work area regularly.	
Monitors the corrective action	
Monitors safety or security issues after taking corrective action and ensures continued compliance.	
Takes corrective action	
Reports or corrects unsafe working conditions; makes recommendations and/or improves safety and security procedures; enforces safety regulations and	procedures.
Exclusive Comments	
Tahoma 🗹 B I U A A 🕹 🕙 📰 🗃 🎯 🗄	
Good job	

After the competency section and under the **Summary Section**, you have the option to provide Overall Comments.

- SUMMARY SECTION		
Overall Comments		
Evaluator's Comments		
	 1	

Once all of the competencies are rated and commented on, it is suggested that you set up a meeting to discuss the evaluation and each competency rating, with the employee. The employee may negotiate some changes and if you both agree to any change, you may make those changes in this step. Once the review of the evaluation is complete, click Submit.

🖺 Save 🜔 Submit 😋 Send Bac	k 🔒 Print Preview 📎 Note	s 🍯 View History	<b>≡</b> Go To	✔ Spell/Legal Chec	:k
Click YES, to confirm.					
Confirm					
By clicking yes, you are co step in the process. Are yo	nfirming you are read ou sure you want to si	y for the evalu ubmit?	uation to	move to the ne	ext
				ΝΟ	YES

The evaluation has now moved to the next step in the process (to the employee), Acknowledge and Sign your evaluation.