EXEMPT EMPLOYEE EVALUATION PROCESS:

Walla Walla Community College strives to ensure our personnel administration procedures and practices are based upon sound human resource management principles, satisfy the standards of accrediting organizations, and promote a work environment of collegiality, respect and professionalism.

A comprehensive performance management system is part of a positive, performance-based culture that fosters employee competence and productivity, supports achievement of organizational goals and objectives, and provides documentation of employee’s strengths and areas in need of improvement.

WWCC uses an electronic evaluation process called E-PAS (Exempt Performance Appraisal System) for our Administrative Exempt employees. The E-PAS system was developed at Community Colleges of Spokane and has been modified to reflect WWCC performance evaluation criteria.

This on-line system allows supervisors and employees to:
- Determine performance criteria on which employees are to be evaluated;
- Determine the number (beyond a set minimum) of College members to participate in the process;
- Feel confident that feedback provided by peers, faculty and staff is confidential; and,
- Access graphical representations of ratings averages.

The evaluation system assists in aligning individual performance with the goal of creating and sustaining a workplace environment where staff are successful in fulfilling our mission, vision and values.

Like all exempt employees you will be evaluated annually for the first 3 years and then every other year after that. You will receive notification from the E-PAS system when you have an evaluation due.

A step-by-step instruction guide is attached for your review. I am also attaching a link to a PowerPoint overview of the system. I function as the administrator for this process/system, so please feel free to contact me if you have any questions.

If you are in a supervisory position and supervisor other exempt employees, the exempt employee process has already been outlined for you above and in the attachments. If you supervise any classified employees, process is outlined below: 

Cont. to Acknowledgement
Please read and acknowledge the following:

I understand and agree that I have been given the information above pertaining to the Exempt Performance Appraisal System and the Performance Development Plan process of evaluating classified employees.

I understand that it is my responsibility to read and comply with the information contained herein.

CLICK HERE
As your Acknowledgement