

Performance Evaluation

An important part of successful performance management is the ongoing conversation between employee and manager. Thoughtful and performance-based feedback promotes employee engagement and productivity which supports the Department of Social and Health Services' (DSHS) mission. Managers and employees are encouraged to capture accomplishments and progress at the end of the review cycle and throughout the year.

EMPLOYEE'S NAME (LAST, FIRST, MI) Hyde, Dawne	TITLE Fiscal Analyst 3	PURPOSE OF REVIEW <input checked="" type="checkbox"/> Annual Review <input type="checkbox"/> Trial Service Review <input type="checkbox"/> Probationary Review <input type="checkbox"/> Other (specify):
EMPLOYEE IDENTIFICATION NUMBER 20023895	ADMINISTRATION / DIVISION DSHS / DDA / YVS	
Performance Period: 9/1/2013 to 8/31/2014		

Completed by the Evaluator

1. Generally, how does this position support the agency mission of "Transforming Lives?"

Dawne transforms lives by supporting the daily activity in the business office at Yakima Valley School. She provides staff with guidance on payroll, employee insurance, vendor payments, commissary and local funds. The business office supports individuals served both at Yakima Valley School and Supported Operating Living Alternative.

2. What are the specific expectations for this employee that support the Agency's / Administration's mission?

Coaching and Mentoring/Relationship Building: Shares skills that will increase capabilities of others, sees others' potential and strengths and works to build on them. Takes time to observe behaviors that contribute to or detract from others' success. Builds relationships with teammates giving factual, specific non-judgemental feedback, giving individuals a one on one encouragement to a successful outcome.

Problem solving/Decision making/Analysis and Reasoning: identifies solutions to problems that may arise and range of solutions working with co-workers to solve problems; sets goals and works to achieve them; identifies, collects, and organizes data for opportunities to improve the business office

Ethics & Integrity: Respects and maintains confidentiality; Does the right thing, even when it is difficult; Avoids situations with conflict of interest; be respectful and professional in all interactions

Cultural Competence: Works cooperatively to promote a culturally competent environment in which everyone has the opportunity to contribute

Development & Continual Learning: Ongoing commitment to learn and self-improve finding opportunity for growth from multiple sources and sees past challenges and struggles as an opportunity to learn and grow

3. The employee met the expectations (key results and competencies) established in support of the Administration's mission by:

Dawne has met expectations by meeting various deadlines throughout the month on various task in the business office. Dawne shares skills and knowledge with staff as needed to support them. Dawne has enthusiasm to continue to learn and grow in understanding all functions of the business office.

FOR IMAGING ONLY	PERSONNEL ID	DOC DATE	SECTION	DOC TYPE	SUB DOC TYPE	HR REP
	20023895	10-23-14	Performance	Form	Performance Eval	Sharon Newbawn

Note: Once the performance evaluation is completed and signed by all parties in the order indicated, it is the evaluator's responsibility to provide a copy to the employee and provide the original to Human Resources.

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4. If this position has specific workload or production metrics or outcomes:

a. Describe the metrics or outcomes

Successful Outcome/deadlines: Dawne has success in getting payroll completed timely twice a month; review vendor payments daily getting batches released for payment; working with various programs meeting their need of both local and non local transaction purchases by timely coding and preparing paperwork needed to meet the documentation requirements. Assisting employees with questions along with supporting co-workers questions and/or concerns on their daily tasks

Ethics/Integrity-Cultural Competence: Dawne understands there is various personalities in the business office and strives to avoid conflict of interest

b. Did the employee meet the metrics or output requirements? ☒ Yes ☐ No

If no, what will you and the employee do differently next cycle to meet the requirements?

Dawne has met expectation by visual results of clients supported, co-workers and various program staff.

5. For the next evaluation cycle, based on the position's major responsibilities, what are the performance expectations for the next review period?

Dawne to continually work with staff looking for ways to improve process and procedures gathering information from co-workers weighing pros and cons to each option before making recommendations to supervisor, following Administration Policies, Risk Assessments, Standard Operating Procedures; WAC's and RCW's

Business Alignment: Dawne to learn Department of Retirement and Insurance reconciliation and anything else that she needs to learn to support the daily operations in the business office

Relationship Building/Ethics & Integrity: Keeps the trust and respect through consistent honesty and professionalism in all interactions; maintains an approachable manner; and continues to motivate others to contribute ideas

Hold regular job task meetings for the business office: payroll/insurance; payables/commissary; local funds with a copy to supervisor on invites

6. What developmental activities or learning opportunities should the employee focus on for the next review period?

Read and maintain information on Administration policies and procedures that pertain to the task of responsibility and growth; Leadership Academy; suggestions are welcome for anything else you feel that is needed to be successful in your career.

Completed by the Employee

7. During this last evaluation period I was encouraged to engage in activities and share my ideas, such as:

Over the last evaluation period I did not feel encouraged to engage in activities or share ideas. I did however have ideas and shared them regarding lean processes to Local funds, Payroll, Insurance, Audit items, Credit Card & Cash Receipts, confidentiality, communication, training and other items for team development.

8. What suggestions do you have regarding how your supervisor and/or agency management may better support you in your present job as well as your future career goals?

Tools, guidance, contacts and any other information to be able to support the team in: Department of Retirement, LNI, Insurance, payables, Local Funds and all other areas of need. Better understanding of Budget, Accruals, FTE's, Cost of Care, Equipment etc. by involvement in process or meetings to help support team both inside and outside of business office. Inclusion in meetings and discussion on

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big items of change such as moving all Staff to new Leave Tracker system, Local Funds Consolidation/software changes, commissary/purchasing process changes. Working together and open communication not limited to new information or concerns regarding workflow; quality/efficiency of work, changes in policies and processes to help me provide informed/supported leadership which will improve growth, customer service, team development and lean attitude so that we can focus more on the individuals we serve. I would like to be able to attend training as they are available for development such as Lean, Leadership, Payroll and any others that will help me with current and future needs.

This report is based on my best judgment.

EVALUATOR'S SIGNATURE

DATE

PRINTED NAME

EVALUATOR'S ADDITIONAL COMMENTS

Thank you for your dedication.

I have reviewed this report and, in my judgment, the process has been followed.

REVIEWER'S SIGNATURE

DATE

PRINTED NAME

REVIEWER'S ADDITIONAL COMMENTS

Thanks for all the work you do for VLS. JW.

I understand and acknowledge the mission of DSHS and the expectation to support that mission.

EMPLOYEE'S SIGNATURE

DATE

PRINTED NAME

EMPLOYEE'S ADDITIONAL COMMENTS

Thank you for the time you took to listen/help during this process and the possible presentation.

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