



Interoffice Memo

DATE:

PHONE:

FROM: AUTHOR'S NAME, Author's Title
Author's Department

TO: RECIPIENT NAME(S), Recipient Title(s)
Recipient Department(s)

NOTE: This memo may be used in conjunction with the new employee orientation checklist or as needed (e.g. as part of a WPE/WPIP).

SUBJECT WORK EXPECTATIONS MEMO

The purpose of this memo is to outline the work performance expectations and conduct standards for your position of **[INSERT CLASSIFICATION TITLE]** with **[DEPARTMENT]**. These expectations will be used:

- To provide **[INITIAL or ONGOING]** training in your work duties and assignments;
- To evaluate your work progress for the next evaluation period;
- To evaluate your work related conduct during the course of your employment;
- As ongoing standards for the defined categories in your Work Performance Evaluations:
 1. Customer Service
 2. **[INSERT ADDITIONAL CATEGORIES FROM WPE]**

To ensure your success, you are encouraged to see me as questions or concerns arise regarding your duties and assignments. Additionally, assistance through **[ADD TYPES OF ASSISTANCE, RESOURCES, STAFF MEETINGS, COUNTY WORKSHOPS, MENTORING, FOLLOW-UP DISCUSSIONS, ETC.]** will be provided to help you succeed in your position.

Expectation of Duties, Responsibilities and Standards:
[PROVIDE BRIEF DESCRIPTION OF POSITION]

1. **Customer Service [REFLECT WPE CATEGORIES LISTED AS ABOVE]**
 - **[LIST OUT DETAILED POSITION SPECIFIC EXPECTATIONS]**.
2. **[CONTINUE WPE CATEGORIES AS LISTED ABOVE]**
 - **[LIST OUT DETAILED POSITION SPECIFIC EXPECTATIONS]**.

A copy of this memorandum will be placed in your personnel file.

I acknowledge receipt of this Memo and attachments. I assume responsibility to read, review, and seek clarification of all expectations as outlined in the attached documents.

Employee

Date

cc: Department Contacts (e.g. Mary Doe, Administrative Manager)
Human Resources Officer (if appropriate)
Department File (if appropriate)
Official Personnel File (if appropriate)