



Administrative & Professional (A&P) Annual Performance Appraisal

Name: _____ Employee ID: _____ Dept. Name: _____

Appraisal Period: *From* _____ *to* _____

Policy Statement

The job performance of each Administrative and Professional (A&P) staff member is to be reviewed annually to ensure attainment of department/division goals and objectives, to enhance communications, and to facilitate and promote career growth and development. Annual performance appraisals must be submitted to Human Resources no later than February 15th of each calendar year.

Instructions

All the below sections should be completed by the immediate supervisor. All boxes need to be completed. If not applicable, please select Not Applicable. The review should then be discussed with, and approved by, the department head who may suggest changes to the original content. Once the supervisor **and** department head have signed the Overall Performance Evaluation section, the immediate supervisor should make arrangements to discuss the completed appraisal with the staff member. Following this discussion, the staff member may make any appropriate written comments in the final section. Once the review has been discussed and signed by the staff member, the supervisor will provide a copy to the employee, retain a copy for departmental files, and submit a signed copy with all attachments to their HRBC.

Appraisal Statement

In processing the performance appraisal, read through each performance factor and check the most appropriate rating by using the following key words as a guideline.

- **Outstanding:** Highest standard of excellence, exemplary, visionary, exceptional, executing, innovative, or leadership.
- **Above Satisfactory:** Excels, consistent accuracy, implements, encourages, ambitious, cohesive, initiative, highly competent, secure, or highly committed.
- **Satisfactory:** Satisfies general requirements, accurate, reliable, effective, flexible, basic strengths, appropriate conclusions, or harmonious.
- **Conditional:** Inconsistent, unsure, minimal, inadequate, ineffective, unreliable, reluctant, occasional or neglectful.
- **Unsatisfactory:** Unacceptable, consistently lacking, below standards, avoids, unable, unwilling, uncooperative, cannot relate, negligent, uninterested or untrustworthy.

I. Performance Factor Ratings

Knowledge of Job: The demonstrated understanding of job and work assignments.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Planning: Plans, organizes, and completes tasks in the most efficient manner.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Quality of Work/Accuracy: The ability to produce work that is comprehensive in scope, complete in detail, and accurate in content.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Adaptability/Flexibility: The ability to successfully alter activities to cope with demands of new situations. The ability to listen attentively and openly to the ideas, problems, and suggestions of others in order to support departmental goals.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Judgment: The ability to distinguish the significant from the less significant; arrives at sound conclusions; makes appropriate choices.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Communication: The ability to effectively present information orally and in writing.

Written:

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Spoken:

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Initiative: The staff member's resourcefulness, self-reliance, willingness to accept, and ability to carry out responsibility.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Interpersonal Relationships: The extent to which the staff member works harmoniously and effectively with others.

Students:

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Subordinates:

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Peers:

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Superiors:

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Leadership: The ability to guide, develop, and motivate others.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Problem Solving: Understands factors and develops sound, prompt, and practical solutions to problems and disputes.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Financial Management: Appropriate planning and allocation of resources; effective budget management.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Recruitment and Retention: Effective implementation of personnel procedures involving hiring, search committees, and developing employees, while supporting Equal Opportunity and Affirmative Action goals.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Dependability: Demonstrates reliability and commitment in support of departmental goals and objectives.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

Promotion of Community and Culture: Work performance that supports the fostering of a culture of community and a commitment to unleashing the potential of students and peers to make a positive impact.

Unsatisfactory Conditional Satisfactory Above Satisfactory Outstanding Not Applicable

II. Supervisor Feedback

Professional Development: Community involvement, publications and conferences / seminars attended professional certifications, and professional licenses. Use additional sheets if necessary.

Strengths/Accomplishments: Briefly describe the staff member's most significant strengths and accomplishments during this rating period. It is important to support performance factors rated "Outstanding" by providing specific examples and justification. Use additional sheets if necessary.

Areas of Improvement: List areas in which the staff member should take special care to address professional weaknesses or to prepare for professional advancement. It is important to support performance factors rated "Unsatisfactory" or "Conditional" by providing specific examples and justification. Use additional sheets if necessary.

Goals and Objectives: Provide a brief description of the major goals and objectives for the next rating period. Use additional sheets if necessary.

III. Overall Performance Evaluation

 Outstanding:
Performance is at least satisfactory or above in all performance factors and outstanding in a majority of the performance factors.

 Above Satisfactory:
Performance is at least satisfactory or above in all performance factors and above satisfactory in a majority of the performance factors.

 Satisfactory:
Performance is either satisfactory in a majority of the performance factors or at satisfactory or above in a majority of the performance factors with one performance factor rated below satisfactory.

 Conditional:
Performance is below satisfactory in two or more performance factors.

 Unsatisfactory:
Performance is unsatisfactory in a majority of the performance factors.

IV. Immediate Supervisor:

Print Name

Sign Name

Date

V. Department Head:

Print Name

Sign Name

Date

VI. Staff Member's Comments

Do you have a copy of your most recent position description? Yes No

Other comments:

I certify this performance review has been discussed with me:

Staff Member's Signature

Date