
Administrator Annual Performance Appraisal Instructions

Purpose - The purpose of any performance appraisal program is employee development. The value of performance appraisal is in the process of communication between supervisor and employee and not merely in the completion of the form. Specific objectives of the Performance Appraisal program are:

- to increase professional development, skill level, and performance of each employee;
- to strengthen working relationships between the supervisor and employee;
- to clarify job duties and responsibilities;
- to establish mutually-understood standards for measuring performance; and
- to aid in promotion, retention, and salary decisions.

Preparation

Self-Evaluation: The employee completes each discussion point providing details and topic specifics in advance of the conference with the supervisor and is prepared to discuss it in detail.

Supervisor Evaluation: The supervisor completes each discussion point providing details and topic specifics in advance of the conference with the employee and is prepared to discuss it in detail.

Summary Sheet: This section gives the supervisor the opportunity to highlight the employee's strengths and areas of improvement opportunities. List the goals, upcoming projects, and training/self-development planned for the employee. Discuss during the employee conference to confirm target dates.

Overall Evaluation: Select the most appropriate statement(s) to describe the overall appraisal of the employee's performance. More than one statement can be selected if more than one description is necessary to most clearly reflect the employee's performance.

Employee Comments (optional): This area is provided to the employee to make comments regarding the evaluation or evaluation process.

Signature: The signature area certifies the contents of the performance appraisal have been discussed. Signatures are not optional.

Supporting documents can be attached, if necessary.

Distribution of Completed Form - Original maintained in the department. A copy is provided to the employee.

Sam Houston State University Human Resources

Administrator Annual Performance Appraisal Form – Evaluation Period: April 2011 to March 2012

Employee Name _____ Sam ID# _____

Job Title _____ Dept/School/College _____

I. SELF EVALUATION:

A. Describe and evaluate your overall performance and/or achievements for this review period. Please provide comments that demonstrate your assessment: NOTE: If text exceeds space, attach additional pages.

B. Describe the most difficult part of your job during the past year and the steps you took to overcome or improve.

C. Describe specific goals or specific projects you want to accomplish during the next review period.

II. SUPERVISOR EVALUATION:

- A. Leadership:** (Consider how employee influences, motivates, and encourages employees.)

- B. Communication:** (Consider how employee conveys information verbally and in writing. Consider employee's listening skills and professional courtesy in communication with others.)

- C. Interpersonal Relationships/External Communication/Attitude:** (Consider how harmoniously and effectively the employee responds and interacts with employees and others within and outside their department and SHSU.)

- D. Decision Making:** (Consider employee's ability to identify issues and choose appropriate course of action.)

SUMMARY SHEET

III. AREAS FOR IMPROVEMENT/ACTION PLAN/GOALS:

IV. SUMMARY:

V. OVERALL EVALUATION: Select the most appropriate statement(s)

- Performance is superior, far above what is required. Employee consistently exceeds highest standards.
- Performance is consistently above normal expectations and standards. Employee excels when compared to others performing the same job.
- Performance is consistent with what is expected and considered acceptable. Employee is referred to as "doing a good job." Understands and demonstrates basic principles, techniques, and procedures necessary for efficient job performance.
- Performance is generally below the minimum requirements for the job.
- Performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action.

VI. EMPLOYEE COMMENTS: (Optional)

VII. SIGNATURES:

As signed below, we the supervisor and employee certify that the contents of this performance appraisal have been discussed.

Employee acknowledgment: _____ Date _____

Supervisor's signature: _____ Date _____

NOTE: Attach supporting documents if necessary.