

# A & P Performance Review



**NAME** \_\_\_\_\_

**EMPLOYEE ID#** \_\_\_\_\_

**DEPT NAME** \_\_\_\_\_ **APPRAISAL PERIOD** From \_\_\_\_\_ (Date) To \_\_\_\_\_ (Date)

**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 15<sup>th</sup> 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 list NA. 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 forward the original to Human Resources, Attention Records, Zip 4: 0140.**

**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.

PERFORMANCE FACTOR	Unsatisfactory	Conditional	Satisfactory	Above Satisfactory	Outstanding
<b>Knowledge of Job:</b> The demonstrated understanding of job and work assignments.					
<b>Planning:</b> Plans, organizes, and completes tasks in the most efficient manner.					
<b>Quality of Work / Accuracy:</b> The ability to produce work that is comprehensive in scope, complete in detail, and accurate in content.					
<b>Adaptability / Flexibility:</b> 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.					
<b>Judgment:</b> The ability to distinguish the significant from the less significant; arrives at sound conclusions; makes appropriate choices.					
<b>Communication:</b> The ability to effectively present information orally and in writing.	Written				
	Spoken				
<b>Interpersonal Relationships:</b> The extent to which the staff member works harmoniously and effectively with others.	Students				
	Subordinates				
	Peers				
	Superiors				
<b>Initiative:</b> The staff member's resourcefulness, self-reliance, willingness to accept, and ability to carry out responsibility.					
<b>Leadership:</b> The ability to guide, develop, and motivate others.					
<b>Problem Solving:</b> Understands factors and develops sound, prompt, and practical solutions to problems and disputes.					
<b>Financial Management:</b> Appropriate planning and allocation of resources; effective budget management.					
<b>Recruitment and Retention:</b> Effective implementation of personnel procedures involving hiring, search committees, and developing employees, while supporting Equal Opportunity and Affirmative Action goals.					
<b>Dependability:</b> Demonstrates reliability and commitment in support of departmental goals and objectives.					
<b>Promotion of Cultural Diversity:</b> Work performance that encourages students, staff, faculty, and community members to participate in the educational, employment, and cultural activities and programs of the University.					

**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)

**OVERALL PERFORMANCE EVALUATION**

- Outstanding: Performance is at least satisfactory or above in all areas **and** outstanding in most areas.
- Above Satisfactory: Performance is at least satisfactory or above in all areas **and** above satisfactory in most areas.
- Satisfactory: Performance is at least satisfactory in **all** areas with the exception of **one** conditional.
- Conditional: Performance is below the satisfactory level in **two** or more areas.
- Unsatisfactory: Performance is below the satisfactory level in **most** areas.

Immediate Supervisor:

Department Head:

\_\_\_\_\_  
 Print Name                      Sign Name                      Date                      Print Name                      Sign Name                      Date

**STAFF MEMBER'S COMMENTS**

Do you have a current copy of your job description?     Yes     No

Other Comments:

I certify this performance review has been discussed with me.

\_\_\_\_\_  
 Staff Member's Signature    Date