

# Annual Performance Appraisal - Administrator



This form is used to document the annual performance appraisal for administrators when it cannot be done in Talent Management. This form should be completed by the supervisor and reviewed with the employee.

Sam ID

Full Name

Skill Code

10 - Executive

Position

Division

## PERFORMANCE

Appraisal Period

Reviewer

### Rating Options

#### 5 - Exceeds

Performance is superior, far above what is required. Employee consistently exceeds highest standards.

#### 4 - Above

Performance is consistently above normal expectations and standards. Employee excels when compared to others performing the same job.

#### 3 - Acceptable

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.

#### 2 - Below

Performance is generally below minimum requirements for the job.

#### 1 - Does Not Meet

Performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action.

Rating

Comments



### Communication (Core Competency: Manage Performance)

Consider how employee conveys information verbally and in writing. Consider employee's listening skills and professional courtesy in communicating with others.

Rating

Comments



### Interpersonal Relationships/External Communication/Attitude (Core Competency: Build Trust)

Consider how harmoniously and effectively the employee responds and interacts with employees and others within and outside their department and SHSU.

Rating

Comments



### Decision Making (Core Competency: Provide Leadership)

Consider employee's ability to identify issues, choose appropriate course of action, plan and implement decisions.

Rating

Comments

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**Did the employee met their professional development training requirement?** – 12 hours for managers

Yes

No

## Areas for Improvement/Action Plan/Goals

Highlight the employee's strengths and areas of improvement opportunities to include listing verbal warnings, coaching, or more severe and documented instances of disciplinary action that occurred during the evaluation period in the section provided. List performance goals, upcoming projects, and training/self-development planned for the employee for the next year that align with University and departmental goals. Discuss during the employee conference to confirm target dates.

## Summarize overall performance over the evaluation period

## Overall Rating

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## SIGNATURES

Employee

Date

Supervisor

Date