



Sam Houston State University
A Member of The Texas State University System

2018 Annual Performance Appraisal

Review Period 4/1/2017 - 3/31/2018



REVIEWER

[REDACTED]

[REDACTED]

[REDACTED]



Overview

Employee Details

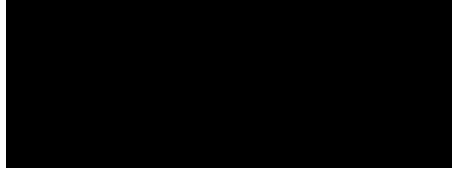
Full Name

User ID

Division

Position

Skill Code



30 - Other professionals



Self Evaluation - Default

Describe your most notable accomplishments during the past year.

What challenges did you experience in accomplishing your goals and job responsibilities during the past year?

What are your key goals for the coming year?

What areas need development in the coming year?



Appraisal Factors

ADHERENCE TO POLICIES, PROCEDURES, AND RULES: (Core Competency: Committed to SHSU's Vision & Mission)

Consider the employee's knowledge and understanding as related to individual's internal control responsibilities.

- 5 - **Exceeds** - Has completely mastered knowledge of policies, procedures, and rules
- 4 - **Above** - Knowledge of policies, procedures, and rules is frequently above that expected
- 3 - **Acceptable** - Has an adequate knowledge of policies, procedures, and rules
- 2 - **Below** - Understanding of policies, procedures, and rules is somewhat below normal expectations
- 1 - **Does Not Meet** - Has a minimum understanding of policies, procedures, and rules

Reviewer	Rating	Weight
(Manager)	Above	10%

Comments

(Manager):

continues to show an above average ability to learn, know, and follow relevant local, state, and federal policies, procedures, and rules. I would encourage her to continue expand her knowledge, particularly as it relates to the new

ATTITUDE: (Core Competency: Committed to SHSU's Vision & Mission)

Consider the employee's manner, disposition or orientation exhibited in daily efforts.

- 5 - **Exceeds** - Has a positive and encouraging attitude and makes a positive contribution to morale
- 4 - **Above** - Shows pride in work
- 3 - **Acceptable** - Maintains a good attitude the majority of the time, though improvement could be made
- 2 - **Below** - Lacks a positive attitude towards work environment
- 1 - **Does Not Meet** - Often argumentative; considered unreceptive and antagonistic

Reviewer	Rating	Weight
(Manager)	Exceeds	9%

Comments

(Manager):

always shows great pride in the work she produces, and her positive outlook and attitude make significant contributions to the overall morale of the office.

EXTERNAL COMMUNICATION: (Core Competency: Committed to SHSU's Vision & Mission)

Consider how employee responds and interacts with employees and others within SHSU or groups outside of



SHSU.

- 5 - **Exceeds** - Builds rapport with a variety of people; develops alliances to work together toward common goals
- 4 - **Above** - Effectively handles difficult external relations
- 3 - **Acceptable** - Adapts self to others and to most situations; seeks guidance when needed
- 2 - **Below** - Sometimes rigid and defensive with outside departments
- 1 - **Does Not Meet** - Lacks understanding of external departments; fails to consider their impact on other departments

Reviewer	Rating	Weight
(Manager)	Exceeds	9%

Comments

(Manager):

continues to row in her abilities to communicate with various internal and external constituents, allowing me to hand off more and more communication roles and duties and trust that they will be handled effectively. I would encourage her to continue to grow in these regards and to take further initiative with regards to communication with our constituents.

INITIATIVE: (Core Competency: Innovative in thinking)

Consider employee's ingenuity for completing extra or self-initiated projects or assignments, adaptability to change, and employee's initiative in completing assignments ahead of schedule.

- 5 - **Exceeds** - Develops new ideas and methods to improve quality of results
- 4 - **Above** - Seeks additional knowledge pertaining to job
- 3 - **Acceptable** - Follows formal instructions as necessary
- 2 - **Below** - Shows little interest in current practices relating to job
- 1 - **Does Not Meet** - Unwilling to demonstrate interest in gaining new knowledge

Reviewer	Rating	Weight
(Manager)	Exceeds	9%

Comments

(Manager):

initiative continues to be on of her best qualities. Her work, in particular, with the has been an excellent demonstration of her initiative and willingness to develop new ideas and projects.

INTERPERSONAL RELATIONS: (Core Competency: Accountable for ourselves and to others)

Consider whether employee works harmoniously and effectively with fellow employees, management and students.

- 5 - **Exceeds** - Goes out of way to promote good interpersonal relations; very cooperative
- 4 - **Above** - Effectively handles difficult interpersonal relations
- 3 - **Acceptable** - Adapts self to others and to most situations; seeks guidance when needed
- 2 - **Below** - Sometimes rigid and defensive; does not foster good working environment
- 1 - **Does Not Meet** - Fails to consider others; not courteous; lacks understanding



Reviewer	Rating	Weight
██████████ (Manager)	Exceeds	9%

Comments

██████████ (Manager):

██████████ interpersonal relationships consistently exceed expectations. She continues to demonstrate her abilities to work with a wide range of campus constituents on a variety of tasks and projects.

JOB KNOWLEDGE: (Core Competency: Efficient in operations)

Consider employee's knowledge of duties, responsibilities of position, and how the employee applies technical knowledge, education, and experience to job requirements.

- 5 - **Exceeds** - Has completely mastered job; strives to learn more/improve job skills
- 4 - **Above** - Understands all phases of work; most job duties mastered
- 3 - **Acceptable** - Has adequate grasp of job requirements; is able to learn new aspects of job
- 2 - **Below** - Lacks knowledge of some phases of work
- 1 - **Does Not Meet** - Unable to complete job duties; poor understanding of job

Reviewer	Rating	Weight
██████████ (Manager)	Exceeds	9%

Comments

██████████ (Manager):

██████████ has demonstrated a mastery of the core fundamentals of higher education ██████████ and demonstrates a willingness to continue to learn and improve. These abilities have allowed me to trust ██████████ with more significant tasks and projects, expanding her abilities and her contributions to the Office and to SHSU.

ORGANIZATION AND USE OF TIME: (Core Competency: Efficient in operations)

Consider employee's ability to organize and prioritize their work and how effectively time is used.

- 5 - **Exceeds** - Extremely capable in coordinating tasks in changing situations
- 4 - **Above** - Plans skillfully; handles unusual situations well
- 3 - **Acceptable** - Completes assignments within time expected; meets schedules
- 2 - **Below** - Difficulty in determining priority and schedule of duties
- 1 - **Does Not Meet** - Ineffective in routine tasks; cannot prioritize or schedule

Reviewer	Rating	Weight
██████████ (Manager)	Exceeds	9%

Comments

██████████ (Manager):

██████████ consistently demonstrates that she is capable of effectively managing her time and tasks in order to ensure that she



is effectively completing assigned work with limited supervision or oversight. I can always trust that when I ask [REDACTED] to complete something, it will be done effectively and efficiently. Furthermore, I can trust her to help manage the organization and time management needs of other staff members in our office.

QUALITY OF WORK: (Core Competency: Efficient in operations)

Consider quality in relation to level of job duties. Consider thoroughness, accuracy, and overall presentation of work.

- 5 - **Exceeds** - Requires minimum supervision; consistently thorough and accurate
- 4 - **Above** - Requires little supervision; is exact and precise most of the time; seldom makes errors
- 3 - **Acceptable** - Usually accurate; makes minimal errors
- 2 - **Below** - Makes above average number of errors; final product often needs revision or correction
- 1 - **Does Not Meet** - Makes frequent and recurrent errors

Reviewer	Rating	Weight
[REDACTED] (Manager)	Exceeds	9%

Comments

[REDACTED] (Manager):

The quality of [REDACTED] work continues to exceed expectations. When I provide [REDACTED] a task, I can trust that it will be done on time and done well. Furthermore, [REDACTED] has displayed her ability to manage team-related work, and the work of others efficiently and effectively.

QUANTITY OF WORK: (Core Competency: Efficient in operations)

Consider assignments completed, overall productivity, and amount of work done during the workday.

- 5 - **Exceeds** - Produces consistently high volume of work; extremely productive and fast
- 4 - **Above** - Volume of work frequently above that which is expected
- 3 - **Acceptable** - Volume of work is limited to tasks assigned
- 2 - **Below** - Volume of work is generally below what is expected; does just enough to get by
- 1 - **Does Not Meet** - Minimum requirements not met; volume of work generally unsatisfactory

Reviewer	Rating	Weight
[REDACTED] (Manager)	Exceeds	9%

Comments

[REDACTED] (Manager):

The quantity of [REDACTED] work continues to exceed expectations. In fact, I believe that she is capable of handling an even greater level of work and responsibility.

RESPONSIBILITY AND DEPENDABILITY: (Core Competency: Accountable for ourselves and to others)



Consider the employee's willingness to take on assignments and be held accountable

- 5 - **Exceeds** - Requires minimum supervision; seeks additional responsibility; is very reliable
- 4 - **Above** - Reliable; requires little supervision; carries through effectively
- 3 - **Acceptable** - Usually takes care of necessary tasks and completes them with reasonable promptness
- 2 - **Below** - Frequently requires prompting; often fails to meet deadlines
- 1 - **Does Not Meet** - Unreliable; requires close supervision; does not accept responsibility

Reviewer	Rating	Weight
██████████ (Manager)	Exceeds	9%

Comments

██████████ (Manager):

██████████ responsibility and dependability continue to exceed expectations. ██████████ consistently demonstrates that she can handle a wide range of complicated and difficult tasks and assignments, and reliably see those assignments to their successful completion.

USE OF REQUIRED TECHNOLOGY: (Core Competency: Innovative in thinking)

Consider how employee utilizes the resources provided by SHSU Information Technology Services.

- 5 - **Exceeds** - Has mastery level knowledge of required technology and as new ideas or technologies are introduced, is able to learn and use them swiftly and appropriately
- 4 - **Above** - Has substantial knowledge of required technology
- 3 - **Acceptable** - Possesses skills and knowledge to perform their job competently
- 2 - **Below** - Needs to expand knowledge of basic technology
- 1 - **Does Not Meet** - Lacks basic knowledge of technology

Reviewer	Rating	Weight
██████████ (Manager)	Exceeds	9%

Comments

██████████ (Manager):

Over the past year ██████████ has taken on a much larger role in the day-to-day management of the ██████████. Furthermore, she has expanded her technological knowledge to include an in-depth use of Qualtrics survey software.

Professional Development Requirement

Has the employee met the professional development training requirement? (8 hours for staff or 12 hours for managers). A response is required.

Comments

██████████ (Manager):

██████████ greatly exceed her professional development requirements for the past year.



Leadership (Core Competency: Provide Leadership)

Consider the ability to motivate subordinates and co-workers to foster high morale, and to function consistently and effectively in an objective and rational manner.

Communication Skills (Core Competency: Manage Performance)

Consider the ability to keep you informed and to communicate (both written and verbal) effectively with peers, subordinates, and supervisor.

Decision Making (Core Competency: Provide Leadership)

Consider the ability to identify problems, gather and organize facts, evaluate, and make an effective decision.

Staff Development (Core Competency: Manage Performance)

Consider how well the supervisor selects, trains, develops, delegates, and appraises the work performance of subordinates.

Planning and Implementation (Core Competency: Support the Strategic Plan)

Consider the ability to plan in advance to utilize resources, to accomplish objectives, and meet all deadline dates.

Performance Strengths

Please highlight the employee's performance strengths in the section provided. Provide short, bullet-style comments for discussion during the employee conference.

Comments

██████████ (Manager):

- ██████████ consistently demonstrates a willingness to expand both her knowledge and abilities.
- ██████████ consistently demonstrates initiative in taking on new tasks and projects.
- ██████████ has demonstrated that she can be trusted with major projects and see them to successful completion with limited supervision.
- ██████████ has demonstrated skill and ability in managing others to ensure that tasks are completed efficiently and effectively.

Areas for Improvement

Please highlight the employee's areas for improvement in the section provided. Provide short, bullet-style comments for discussion during the employee conference.



Comments

(Manager):

- [REDACTED] should continue to expand her knowledge of rules and policies governing higher education at the state and federal levels, including the [REDACTED]
- [REDACTED] should look to expand her knowledge of basic SPSS functions. Particularly regarding running the basic statistical procedures we are most often using within various assessment activities (running reliability tests, t- tests (parametric and non-parametric), and correlational procedures.
- [REDACTED] should look to expand her knowledge of Query Studio in Cognos.
- [REDACTED] should look for avenues to publish research related to the [REDACTED] to complement the conference presentations she has made related to that instrument.



Summary

Overall Rating

2018 Annual Performance Appraisal


Exceeds



Acknowledgment

X

Employee

4/18/2018

Date
