



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] (Manager)

[REDACTED]
Administrative
Position [REDACTED]



Overview

Employee Details

Full Name

User ID

Division

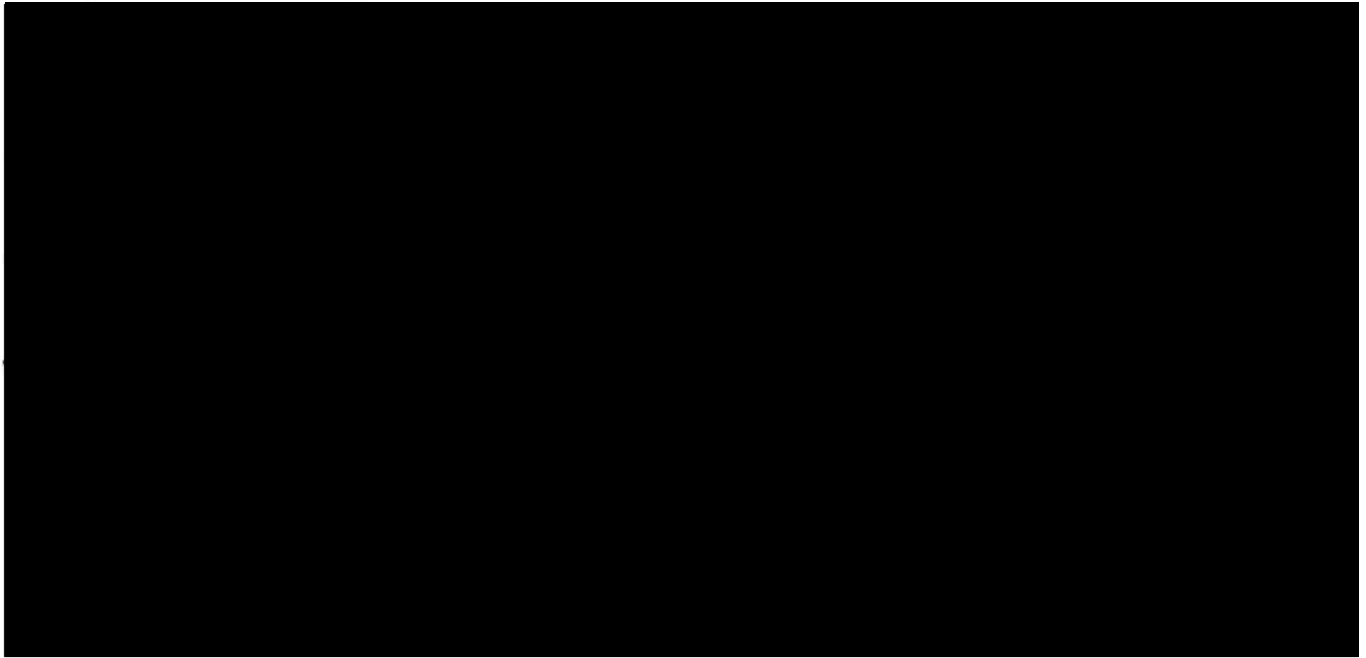
Position

Skill Code

40 - Technical and paraprofessional



Self Evaluation - Default





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)	Exceeds	10%

Comments

██████████ (Manager):
██████████ has mastered her knowledge of the policies, procedures, and rules that she works within. Despite continuously changing policies and procedures, ██████████ is able to stay abreast of the necessary regulations that we must follow and is ALWAYS more than willing to help the staff within ██████████ find the answers to their questions as well.

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):
██████████ is a positive and uplifting influence on our office environment. She is always willing to lend a helping hand and never complains about her assigned duties.

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):
 ██████████ has an excellent reputation in her communication with faculty, staff, and administrators across campus. Faculty and staff know they can contact ██████████ and expect a friendly, helpful response. Given the sometimes negative campus perception of one of her duties ██████████, ██████████ does a remarkable job at responding to questions and complaints in a positive, friendly, compassionate, helpful manner.

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):
 ██████████ is always working to continuously improve her job performance. She continuously seeks out new information, asks questions for her own understanding, and evaluates how that new information will impact her projects. In addition, no one at SHSU can rival ██████████ on her ability to get her job done ahead of schedule!

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):
██████████ is 100% a team player. She is the glue of the office and contributes significantly to the positive environment. She is able to work harmoniously with all staff regardless of the situation.

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 mastered her job knowledge. She effectively and efficiently carries out all of her assigned duties. She has made great strides over the years in acquiring additional technical expertise.

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):
██████████ is extremely organized and effectively uses her time. She excels at developing and "sticking to" timelines for long-



term projects and staying on top of all daily tasks.

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

- 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
(Manager)	Exceeds	9%

Comments

(Manager):
 performs her duties to a high level of accuracy with little to no supervision. The is always thorough and on time with her assignments.

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
(Manager)	Exceeds	9%

Comments

(Manager):
 is extremely efficient and productive. She is a hard worker and goes above and beyond when asked to do something. She owns her projects and takes pride in their successful completion. She consistently surpasses target deadlines, getting projects done in quicker than expected timeframes.

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
[REDACTED] (Manager)	Exceeds	9%

Comments

[REDACTED] (Manager):
[REDACTED] is the most dependable staff member in the office. She is always willing to lend a helping hand above and beyond her own projects. She required minimal supervision and I trust her to keep her projects moving forward and on target.

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
[REDACTED] (Manager)	Exceeds	9%

Comments

[REDACTED] (Manager):
[REDACTED] mastered her job-related technologies. She has been self driven to acquire the necessary knowledge and training.

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

[REDACTED] (Manager):
Yes

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):

- Dependable
- Positive
- Team Player
- Thorough
- Helpful
- Hard Working

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):

- Continued increases in self-confidence (you've made great strides thus far)



Summary

Overall Rating

2018 Annual Performance Appraisal

Exceeds



Review Meeting

X [REDACTED]
Supervisor/Manager

5/8/2018
Date