

Administrative

Overall Rating Scale

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.

Appraisal Factors

1. Leadership (Core Competency: Provide Leadership)

Consider how employee influences, motivates, develops, and encourages employees.

2. 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.

3. 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.

4. Decision Making (Core Competency: Provide Leadership)

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

5. 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.