



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]

[REDACTED]

Position



Overview

Employee Details

Full Name	[REDACTED]
User ID	[REDACTED]
Division	[REDACTED]
Position	[REDACTED]
Skill Code	10 - Executive/Admin and managerial



Self Evaluation

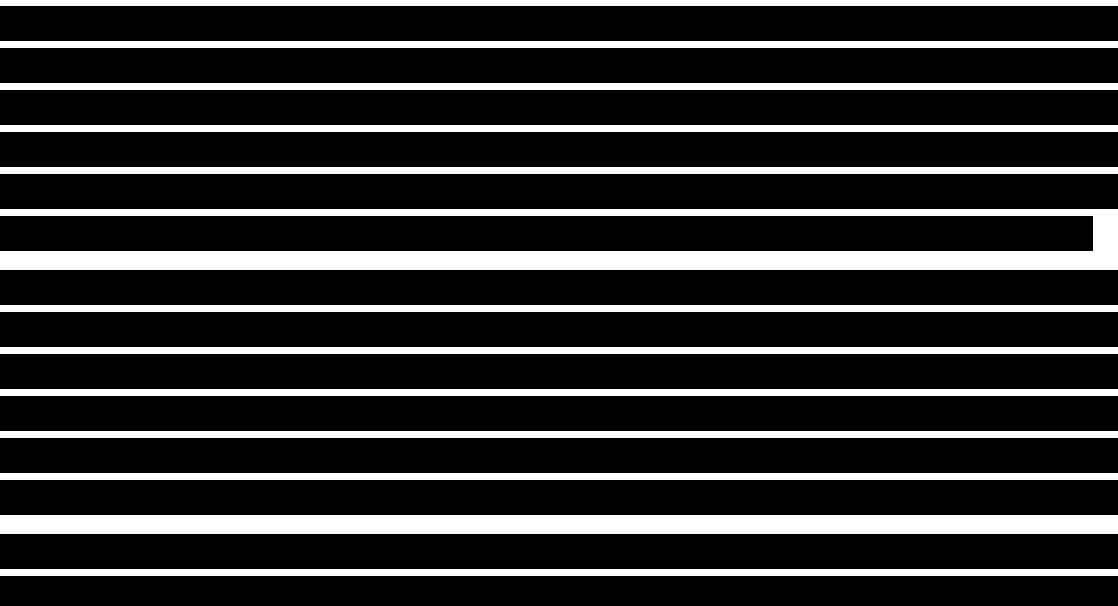
Describe and evaluate your overall performance and/or achievements for this review period.
Please provide comments that demonstrate your assessment.

Comments

(Self):



Comments



Comments

My specific goals and projects I wish to accomplish for the next year are as follows:

-
- | Service | Percentage of Respondents |
|------------|---------------------------|
| [Redacted] | [Redacted] |
| [Redacted] | [Redacted] |
| [Redacted] | [Redacted] |
| [Redacted] | [Redacted] |
| [Redacted] | [Redacted] |



- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



Appraisal Factors

1. Leadership (Core Competency: Provide Leadership)

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

Comments

██████████ (Manager):

██████████ is an excellent leader for his team. He sets realistic goals and works with his employees to ensure the team is able to effectively accomplish them. ██████████ develops his team members through ongoing training and communication and has an open door policy for their questions and concerns. He gives his team members appropriate autonomy in their assigned projects, but is always available for guidance. ██████████ also encourages his team members to seek out training and development at conferences and works with them to develop presentations on ██████████ projects.

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.

Comments

██████████ (Manager):

██████████ is very articulate and professional in his communication style, both written and verbally. His communication is clear, effective, and informative. ██████████ communicates with his staff and colleagues with respect and understanding.

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.

Comments

██████████ (Manager):

██████████ has excellent interpersonal relationships with the office staff as well as with the faculty and staff he works with across campus. He brings a positive attitude to the office environment.

4. Decision Making (Core Competency: Provide Leadership)

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

Comments

██████████ (Manager):

██████████ excels at identifying issues and recommending resolutions. He is often able to identify the underlying causes of the issues and focuses on both short-term and long-term strategies to address them. Possibly one of his greatest strengths is implementing and following through on the identified course of action. With so many projects occurring at once within the

office, this is truly as asset.

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.

Comments

(Manager):

Yes - Above and beyond the minimum requirements.

6. Areas for Improvement/Action Plan/Goals

Highlight the employee's strengths and areas of improvement opportunities. 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.

Comments

██████████ (Manager):

Strengths:

- Action Planning/Implementation
- Job Knowledge/Continuous Learning
- Team Player

Improvement Opportunities:

- Know that colleagues and other administrators respect your role and knowledge
- Continue working to consider the idealistic versus practical reality of our decisions/policy

Upcoming Projects/Goals

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

7. Summary

Include statements to describe the overall appraisal of the employee's performance.

Comments

██████████ (Manager):

██████████ is an excellent ██████████ and works hard to move ██████████ forward at SHSH. He and his team have accomplished great things thus far and due to his desire for continuous improvement I have no doubt he will continue along this trajectory.



8. Overall Rating

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.

Reviewer	Rating
██████████ (Manager)	Exceeds



Summary

Overall Rating

2018 Annual Performance Appraisal

Exceeds



Acknowledgment

X [REDACTED]

Employee

4/20/2018

Date
