

Sam Houston State University

Annual Performance Appraisal (APA) Form

Instructions: Use this form to document staff employee's annual performance appraisal. This form should be completed by the supervisor and reviewed with the employee during the annual performance appraisal. This form should be kept in the department's file to maintain a record of the employee's annual performance appraisal. See Human Resources Policy ER-6, Staff Evaluation System.

I. Employee:

Name: _____ Sam ID#: _____

Title: _____ Dept.: _____

II. Staff employee performance rating:

Instructions: The immediate supervisor should complete this section as a part of the employee's annual performance appraisal. Rate only performance topics that relate to the job performance of the employee being rated. **It is understood that the performance topics have different levels of importance or weight relative to each specific job.**

Performance Topics:

Not <u>Related</u>	Below <u>Average</u>	<u>Average</u>	Above <u>Average</u>
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1. Understanding and carrying out instructions
2. Quality of work
3. Quantity of work
4. Adherence to policies, procedures & rules
5. Initiative
6. Organization & use of time
7. Working relationship with co-worker(s) and/or student(s)
8. Communication with others
9. Use of required technology
10. Attitude
11. Dependability
12. Other: _____

(OVER)

III. Summarize the performance over the past year:

IV. Indicate or list suggested ways, if any, employee can improve job performance:

V. Overall rating of staff employee performance: (check one)

Excellent	Overall performance of job responsibilities and productivity is at a level that is consistently (>90% of the time) above that which is normally expected or required.
Outstanding	Overall performance of job responsibilities and productivity is at a level that is usually (>70% of the time) above that which is normally expected or required.
Exceeds Job Requirements	Overall performance of job responsibilities and productivity is at a level that is often (>50% of the time) above that which is normally expected or required.
Meets Job Requirements	Overall performance of job responsibilities and productivity is at a level that is normally expected or required.
Does Not Meet Job Requirements	Overall performance of job responsibilities and productivity is sometimes at a level below what is normally expected or required.

VI. Signatures:

Employee Acknowledgment _____ Date _____

Supervisor _____ Date _____

NOTE: Attach supporting documents if necessary.