Staff Employee Annual Performance Appraisal Types:

There are eight staff employee Annual Performance Appraisal types established to relate more directly to the responsibilities associated with each employee’s position. The appraisal types in the Performance Management system are referred to as ‘Programs’. The eight programs are:

- **Professional A.P.A.** - for all professional positions.
- **Tech/Para-Professional, and Clerical A.P.A.** - for all technical para-professional, clerical and secretarial positions
- **Service Maintenance/Skilled Craft A.P.A.** - for all service maintenance and skilled craft positions (building maintenance related areas, etc.)
- **Administrator A.P.A.** - for executive and administrative positions (e.g., Assistant/Associate Deans, Deans, Directors, Assistant/Associate Vice Presidents, Vice Presidents, etc.)
- **Police A.P.A.** - for the Police Officer, Sergeant and Supervisor positions
- **Nursing A.P.A.** – for those in the nursing specialty field
- **Physician A.P.A.** – for the physicians at the Student Health Center
- **Nurse Practitioner/Physician’s Assistant** – those in the NP/PA specialty field

Four step process in the PeopleAdmin Performance Management system:

1. Employee ‘Self-Evaluation’ (Optional, except for Administrator review)
2. ‘Supervisor Evaluation’
3. ‘Review Meeting’
4. ‘Employee Acknowledgement’