SAM HOUSTON STATE UNIVERSITY ANNUAL MERIT REVIEW (AMR) FORM

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

I. EMPLOYEE:

Name : Title: SAMID: Dept.: RESIDENCE LIFE

II. STAFF EMPLOYEE PERFORMANCE RATING:

INSTRUCTIONS: The immediate supervisor should complete this section as a part of the employee's annual merit review. 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 Related	Below Average	Average	Above Average
1.	Understanding and carrying out instruction	ns O	0	0	X
2.	Quality of work	0	0	0	×
3.	Quantity of work	0	0	0	X
4.	Adherence to policies, procedures & rules	0	0	0	\mathbf{x}
5.	Initiative	0	0	0	X
6.	Organization & use of time	0	0	0	×
7.	Working relationship with co-workers and/student	or O	0	0	×¢-
8.	Communication with others	0	0	×	0
9.	Use of required technology	0	0	0	X
10.	Attitude	0	0	0	X
11.	Dependability	0	0	0	×
12.	Other:	0	0	0	×

III. SUMMARIZE THE PERFORMANCE OVER THE PAST YEAR:

and always seeking the best solutions although he has had a rough several months with health bares in his family, the job has not suffered in any way.

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more attention to personniel issues (correcting employees) is sometimes necessary, but overlooked

V. OVERALL RATING OF STAFF EMPLOYEE PERFORMANCE: (Circle 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.
 - Overall performance of job responsibilities and produc-Exceeds Job Requirements tivity is at a level that is often (>50% of the time) above that which is normally expected or required.
 - Meets Job Overall performance of job responsibilities and productivity is at a level that is normally expected or required. Requirements

Overall performance of job responsibilities and produc-Does Not Meet Job Requirements tivity is sometimes at a level below what is normally expected or required.

VI. SIGNATURES:

Date 6-9-08 Employee Acknowledgment Date 6-9-08 Supervisor

NOTE: Attach supporting documents if necessary.