

SAM HOUSTON STATE UNIVERSITY
ANNUAL MERIT REVIEW (AMR) FORM

FISCAL YEAR: 07

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 : MUEHSAM, MITCHELL J SAMID: 0000184
Title: DEAN GRAD STUDIES & ASSOC VPAA Dept.: VP ACADEMIC AFFAIRS

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 instructions	0	0	0	●
2. Quality of work	0	0	0	●
3. Quantity of work	0	0	0	●
4. Adherence to policies, procedures & rules	0	0	0	●
5. Initiative	0	0	0	● +
6. Organization & use of time	0	0	0	●
7. Working relationship with co-workers and/or student	0	0	0	●
8. Communication with others	0	0	0	●
9. Use of required technology	0	0	0	●
10. Attitude	0	0	0	●
11. Dependability	0	0	0	●
12. Other: _____	0	0	0	0

III. SUMMARIZE THE PERFORMANCE OVER THE PAST YEAR:

Mitchell is an outstanding colleague and leader. He has exceptional strength in energy, dedication, creativity, and loyalty. Under his leadership the quality of the graduate programs is showing steady improvement. His leadership of the accreditation efforts is critical to our future. His mastery of data and detail is an especially important contribution to the community administration. His public charm and congeniality are great personality strengths.

IV. INDICATE OR LIST SUGGESTED WAYS, IF ANY, EMPLOYEE CAN IMPROVE JOB PERFORMANCE:

For the next two years Mitch will have to change the balance of his attention slightly to increase attention to accreditation with an accompanying decrease in time to graduate studies.

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.
- 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 Mitchell J. Smith Date 5/24/07
 Supervisor D. J. [Signature] Date 5/25/07

NOTE: Attach supporting documents if necessary.