

# Administrative Annual Performance Appraisal (2014)

Overall Rating:

Evaluation Type: Focal  
Program Timeframe: 04/01/14 to -  
Co-reviewer: N/A

Review Status: Complete  
Last Updated: April 24, 2014 07:57  
Last Completed Step: Employee Acknowledge Review  
Feedback

## Supervisor Evaluation for *Administrative Employee*

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### Performance Topics

Please complete each discussion point providing details and topic specifics in advance of the conference with the employee.

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#### Performance Topic:

Leadership: (Consider how employee influences, motivates, and encourages employees.)

#### Observation

*Supervisor comments and observations here*

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#### Performance Topic:

Communication: (Consider how employee conveys information verbally and in writing. Consider employee's listening skills and professional courtesy in communication with others.)

#### Observation

*Supervisor comments and observations here*

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#### Performance Topic:

Interpersonal Relationships/External Communication/Attitude: (Consider how harmoniously and effectively the employee responds and interacts with employees and others within and outside their department and SHSU.)

#### Observation

*Supervisor comments and observations here*

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#### Performance Topic:

Decision Making: (Consider employee's ability to identify issues and choose appropriate course of action.)

#### Observation

*Supervisor comments and observations here*

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### 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.

#### Description

*Supervisor comments and observations here*

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### Summary

Include statements to describe the overall appraisal of the employee's performance. *Supervisor comments and observations here*

**Summary**

*Supervisor comments and observations here*

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**Overall Evaluation**

Please select the most appropriate rating (in the drop down area, 5-1) to describe the overall appraisal of the employee's performance during the review period. Please remember to click the "Save Draft" button prior to leaving the "Supervisor Evaluation" tab. Once you have completed the Supervisor Evaluation and included any desired attachments, click on the "Actions" button and select "Complete" or scroll to the bottom of the page and click on the "Complete" button to finalize the appraisal.

5-Performance is superior, far above what is required. Employee consistently exceeds highest standards.

4-Performance is consistently above normal expectations and standards. Employee excels when compared to others performing the same job.

3-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-Performance is generally below the minimum requirements for the job.

1-Performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action.

**Rating:**