

SAM HOUSTON STATE UNIVERSITY
ANNUAL MERIT REVIEW (AMR) FORM

FISCAL YEAR: 08

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 : [REDACTED]
Title: STAFF ASSOCIATE II

SAMID: [REDACTED]
Dept.: DEAN OF STUDENTS

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:

You had lots of adversity to deal with this past year. You did not let it get you down and continued to attend customers and give superb service when called upon. You have learned the value of always ~~being~~ striving to do the right thing even when others around you don't.

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

Continue to develop ~~your~~ the skill of looking at problems when they present themselves via the big picture. Good to see you taking ^{more} pride for yourself.

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

[Redacted Signature]

Date 5-12-08

Supervisor

[Redacted Signature]

Date 5/12/08

NOTE: Attach supporting documents if necessary.