

# 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 Mr. Keith Jenkins SS# \_\_\_\_\_

Title Assc. VP for Facilities & Operations/Director Dept. Recreational Sports

### *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.**

<u>Performance Topics:</u>	<u>Not Related</u>	<u>Below Average</u>	<u>Average</u>	<u>Above Average</u>
1. Understanding and carrying out instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Quality of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Quantity of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. Adherence to policies, procedures & rules	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5. Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6. Organization & use of time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7. Working relationship with co-workers and/or students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
8. Communication with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
9. Use of required technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10. Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11. Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
12. Other: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(OVER)

**III. Summarize The Performance Over The Past Year:**

Keith HAS done A very good job of coordinating His Areas during the transition. HAVE worked through some significant issues throughout the year while coordinating the final renovations of HXC.

**IV. Indicate Or List Suggested Ways, If Any, Employee Can Improve Job Performance:**

work with each of His Areas to accommodate students at various times outside the normal. Build a roof for the pool.

**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 Keith Date 6/7/08  
Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Attach supporting documents if necessary.