

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 : HEBERT, JAIMIE L
Title: DEAN OF COLLEGE

SAMID: 0000509
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:

Jonice is a superb dean. He has outstanding temperament and is able to deal with difficult problems with good will and outstanding judgement. He has provided exceptional leadership for his college and has established a positive atmosphere. He is an effective member of the Deans council, takes effective initiative, manages his budget with skill, encourages faculty and chairs and is supportive and loyal.

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

Jonice can increase his efforts to encourage faculty to seek sponsored research opportunities.

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

Jonice Helms

Date 5/24/07

Supervisor

D. P. Arme

Date 5/24/07

NOTE: Attach supporting documents if necessary.