

Administrative Staff Appraisal Performance Self Evaluation

EMPLOYEE INFORMATION					
Employee Name:				Department:	
Position Title:				BGSU ID:	
Performance Evaluation Period:			Type of Review:		
To:		From:		Mid Year:	
			Year End:		

GOALS & OBJECTIVES

- Strengthen two-way communication regarding job performance and periodically assess goals and opportunities for the unit and the individual.
- Establish a mutually-understood set of performance expectations.
- Recognize contributions of employees.
- Discuss opportunities for growth and development.
- Provide necessary feedback when performance does not meet expectations as situations warrants in addition to annual evaluation process.
- Align employee performance with the mission and goals of the university and unit.

PROCESS

1. Supervisor requests prior year's goals/objectives, general performance, associated outcomes as well as other information relevant to the performance review process and reviews them with the employee prior to discussing this year's evaluation. (Page 6).
2. Employee submits prior year's goals and their associated outcomes as well as other information relevant to the performance review process at least one week before scheduled meeting (Page 6).
3. Supervisor reviews and compares the full range of this year's performance to the past year and completes all sections of the *Performance Evaluation*, following the instructions provided.
4. Supervisor provides a working draft of *Performance Evaluation* to the employee. Supervisor and employee determine future meeting date and time.
5. Supervisor and employee meet to discuss the *Performance Evaluation* competency ratings.
6. Supervisor and employee create shared goals and objectives to enhance employee performance and successful completion of departmental and BGSU goals and objectives.
7. The Overall Evaluation Rating is calculated according to the most frequently assigned Competency Ratings and supervisor/employee discussions.
8. Upon completion of the performance evaluation discussion, the employee and supervisor sign the evaluation. The employee and supervisor should utilize the comments section provide additional explanations as needed.
9. Supervisor sends the signed copy to the second level supervisor for review and signature.
10. Once signed, the original document is sent to the Office of Human Resources. An electronic copy may be provided to the employee upon request.
11. Supervisor and employee should then review employee's Job Analysis Questionnaire (JAQ) to ensure that actual duties match job description and submit changes as needed.

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and accounts payable and receivable With a focus on legal and ethical considerations the book equips administrative assistants to navigate the complexities of employment laws data protection regulations and workplace conflicts with professionalism and integrity It also explores career development and advancement offering strategies for identifying goals expanding skill sets and building a strong professional brand Whether you are a seasoned administrative assistant seeking to enhance your skills or a newcomer to the profession eager to make a mark The Contemporary Administrative Assistant is your indispensable guide to achieving excellence in the dynamic and ever changing modern workplace If you like this book write a review

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