

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.

Admin Assistant Self Assessment

Grace L. Duffy

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

Admin Assistant Self Assessment:

AI-Augmented Administrative Assistant HEBooks, Tired of drowning in emails calendar chaos and endless document revisions As an administrative professional you re expected to do more with less faster responses smarter workflows and flawless coordination But the tools you re using probably haven t changed in years leaving you stuck in a cycle of manual tasks that drain your time and energy What if you could work with technology instead of against it AI Augmented Administrative Assistant is your guide to mastering the tools that are redefining the future of support roles No fluff no jargon just real world strategies to automate scheduling streamline document handling and build intelligent workflows that save you hours every week You ll discover how AI can Draft emails in seconds so you stop rewriting the same messages Schedule meetings across time zones without back and forth confusion Generate meeting summaries automatically turning talk into action Sync tasks calendars and projects to stay ahead of deadlines Protect sensitive data while still leveraging AI s full power This book isn t about replacing your skills it s about amplifying them If you want to future proof your career reduce stress and become the tech savvy assistant everyone relies on this is your next step Ready to stop working harder and start working smarter Inside these pages you ll find the roadmap to becoming indispensable in an AI driven world Your time is valuable Let AI help you get it back

The Contemporary Administrative Assistant: A Guide for Success in the Modern Workplace Pasquale De Marco, 2025-03-22 In a world where businesses thrive on efficiency and innovation administrative assistants are the unsung heroes the linchpins that keep the wheels of commerce turning smoothly The Contemporary Administrative Assistant A Guide for Success in the Modern Workplace is the ultimate resource for these indispensable professionals empowering them to excel in their multifaceted roles This comprehensive guide meticulously crafted for the American audience provides a step by step roadmap for administrative assistants to master the evolving demands of the modern workplace It delves into the intricacies of communication and interpersonal skills offering practical strategies for building strong relationships handling difficult conversations and communicating effectively in a variety of contexts Recognizing the importance of time management and productivity the book equips readers with proven techniques for setting clear goals prioritizing tasks and utilizing technology to streamline workflows It also emphasizes organizational excellence providing guidance on implementing efficient filing systems managing records and maintaining a professional workspace Furthermore the book addresses the growing significance of project management in the administrative assistant s role It offers a structured approach to defining project objectives developing plans managing resources and communicating effectively with stakeholders The Contemporary Administrative Assistant also recognizes the importance of effective written communication in the digital age It provides expert guidance on crafting clear and concise documents mastering business correspondence and adhering to proper grammar and punctuation Additionally it covers financial management and budgeting ensuring that administrative assistants have a solid understanding of financial statements budgeting principles

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

400+ Interview Questions & Answers For Administrative Assistants Manager Role CloudRoar Consulting Services,2025-08-15 Prepare for your next career opportunity with this comprehensive guide containing 400 interview questions and answers designed to help you succeed in today's competitive job market This book provides an extensive collection of questions covering technical knowledge practical skills problem solving abilities and workflow optimization making it an indispensable resource for job seekers across industries Whether you are a fresh graduate an experienced professional or someone looking to switch careers this guide equips you with the confidence and knowledge needed to excel in interviews Each question is thoughtfully crafted to reflect real world scenarios and the types of inquiries employers are most likely to ask Detailed answers are provided for every question ensuring you not only understand the correct response but also the reasoning behind it This helps you build a strong foundation in both theory and practical application empowering you to respond effectively during interviews By studying these questions you will improve your critical thinking analytical skills and decision making abilities which are essential for excelling in any professional role The guide covers a wide range of topics relevant to modern workplaces including technical expertise industry best practices problem solving strategies workflow management and communication skills Each section is structured to provide clarity step by step guidance and actionable insights making it easy to focus on your preparation Additionally scenario based questions allow you to practice applying your knowledge in realistic situations ensuring that you can confidently handle complex and unexpected interview questions Designed with job seekers in mind this book emphasizes both knowledge and strategy It helps you understand what interviewers look for how to present your skills effectively and how to demonstrate your value to potential employers Tips on communication problem solving and showcasing your accomplishments are woven throughout the answers allowing you to develop a holistic approach to interview preparation Furthermore this guide is perfect for creating a structured study plan You can divide the questions into categories track your progress and focus on areas where you need improvement The comprehensive nature of the questions ensures that you are prepared for technical assessments behavioral interviews and scenario based discussions By using this book you can reduce anxiety boost confidence and improve your chances of securing your desired position Whether you are preparing for a technical role managerial position or specialized industry specific job this book serves as a one stop resource to help you succeed It is ideal for individuals seeking

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Modular Kaizen Grace L. Duffy,2013-11-07 Modular Kaizen is a development of necessity Improvement has to happen on the fly in our rapidly changing world This book is about using the resources people and schedules already in place to get things done Modular Kaizen is the counterpoint to a kaizen blitz in which team members are confined in a room to hammer out an opportunity or a solution to some problem In the hectic interrupt driven environment of many organizations it is simply not possible to remove critical players from normal operations for any length of time Grace Duffy draws on 40 years of experience to incorporate techniques innovations and lessons learned in pursuit of effective continuous and breakthrough improvement Part I provides the conceptual model along with steps and tools for process and system improvement in an extremely busy and interrupt driven workplace Part II offers three case studies from manufacturing healthcare and aerospace to show how the techniques work in real time If you are looking for proven approaches to integrating quality improvement into daily work this is your book It is written for those of us who have to get it done not just talk about it So roll up your sleeves and dig in **Energy and Water Development Appropriations for 1994: Department of Energy FY**

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