



ADMINISTRATIVE PERFORMANCE ASSESSMENT (APA) PROCEDURE

The goal of the Administrative Performance Assessment (APA) is to have an open and constructive conversation that leads to an understanding of how well the employee did in meeting position and work goals during the course of the performance period.

| | |
|--------------------------|--|
| Objective: | Provide assessment through discussion of position and work goal attainment |
| Timeline: | Within the first six (6) months of employment and then completed annually with a mid-year check in |
| Documents Needed: | Position Description Form (<i>available in HR</i>) Administrative Performance Assessment Tool (<i>available on HR intranet</i>) Administrative Performance Assessment Form (<i>available on HR intranet</i>) |

PROCEDURE

- 1. Supervisor reviews the employee's position and work goals set for the prior 12-month period.**
 - a. Please refer to the appropriate Administrative Performance Assessment (APA) tool (Individual Contributor, Dean/Director or Executive Team) and form for reference.
- 2. Supervisor reviews the position description to ensure it is accurate/up-to-date.**
 - a. Supervisors may request a copy of the current position description from HR in order to update it.
 - b. NOTE: If no PDF is on file, the supervisor must work with HR to complete one immediately.
 - i. The Supervisor must ensure the employee reviews the position description for input before it is finalized with HR.
- 3. Supervisor sets a preliminary meeting with the employee to discuss the assessment process and provide the following:**
 - a. Copy of work goals set for the prior 12-month period, if applicable.
 - b. Copy of current position description.
 - c. Copy of the Admin Performance Assessment Tool (APA-Tool).
- 4. Supervisor and employee independently complete the APA-Tool and reviews the job description.**
 - a. The employee and supervisor exchange their completed APA-Tools within ten (10) working days.
- 5. Supervisor sets a meeting for the performance assessment discussion.**
 - a. Supervisor and employee discuss their independently completed APA-Tool along with any other factual observations relevant to the assessment.
 - i. The employee and supervisor review the position description to ensure it is accurate.
 - ii. Review details of successes, opportunities for growth, and goals met.
 - iii. Supervisor provides a draft of the employee's work goals and opportunities for growth or the next 12-month period.
- 6. Supervisor documents performance assessment and work goals through the completion of the Administrative Performance Assessment Form (APA-Form).**
 - a. Supervisor should specifically identify "Observed Strengths" and "Opportunities for Growth" along with an assessment evaluation rating for each category.
- 7. Supervisor sets a meeting to share the completed APA-Form with the employee.**
 - a. Employee may provide feedback or comments in the "Organizational Support" and "Additional Comments" sections of the APA-Form.
 - b. After receiving a copy of the APA-Form, the employee signs acknowledging completion of the assessment and work goals for the next 12-month period.
- 8. Supervisor submits completed APA-Form to the Office of Human Resources.**