

**RAMAPO COLLEGE OF NEW JERSEY
ANNUAL PERFORMANCE ASSESSMENT SYSTEM (APAS)
AFT Professional Staff**

Employee Name:
Present Position:
Division/Unit/Office:
Immediate Supervisor's Name:

Current Assessment Period: July 1, 20__ - June 30, 20__

Assessment Only Single-Year Reappointment Multi-Year Reappointment

ASSESSMENT DEFINITIONS

- DIVISION/UNIT GOAL – (New)** Supervisor lists goals which are supported by the employee's function.
- EMPLOYEE OUTCOME – (Formerly Major Responsibilities)** Projected achievement /end result.
- ACHIEVEMENT TARGET – (Formerly Goals)** List minimum result, benchmark, or value that represents outcome success for each.
- MEASURE – (Formerly Standards)** The factors, variables, elements used to measure success in reaching outcome.

THE FOLLOWING ARE TO BE COMPLETED AT TIME OF ASSESSMENT:

- RESULTS/ANALYSIS – (New)** Report result, what the findings mean and how they will be used to achieve targets.
- ACTION PLAN – (New)** Next Step (developed when Achievement Target not met).
- SUPERVISOR COMMENTS – (New)** A qualitative comment of the employee outcome.

EXAMPLE

| DIVISION GOAL AND/OR UNIT GOAL | EMPLOYEE OUTCOME | ACHIEVEMENT TARGET | MEASURE | RESULT AND/OR ANALYSIS | ACTION PLAN | SUPERVISOR COMMENTS |
|---|--|--|---|--|--|---|
| Supervisor lists goals which are supported by the employee's function | Projected achievement/end result | List minimum result, benchmark, or value that represents outcome success for each | The factors, variables, elements used to measure employee success in reaching outcome | Report result, what the findings mean and how they will be used to achieve target | Next step (developed when target not met) | A qualitative comment of the employee outcome |
| Provide quality customer service to community | The number of students indicating satisfaction with our services will increase | Satisfaction with service will increase by 2% from last time survey was administered, number of complaints to supervisor will decrease | Results of Satisfaction Survey, number of complaints | Partially met achievement targets. Satisfaction increased from 71% to 72%. The number of complaints decreased from 5% to 3%. | 1. Review survey results for improvement areas 2. Provide customer service training for staff | Satisfaction Survey moving in the right direction |

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GENERAL COMMENTS

SKILLS/KNOWLEDGE/ABILITIES – Address the following: (Additional pages may be added)

Supervisor Comments - May address the following as applicable:

Job Knowledge – Is academically/experientially qualified for, and knowledgeable about each job task. Serves as a resource to others, and is willing to learn new skills.

Initiative - Prioritizes work appropriately and effectively. Initiates professional and/or skills development to build on strengths and to improve weaknesses.

Problem Solving - Anticipates, identifies and solves problems by applying sound managerial and/or technical solutions or creative alternatives.

Flexibility - Demonstrates ability to approach issues and problems in a creative and effective manner and is responsive to changing priorities.

Team Play – Demonstrates collaborative working relationships within the unit and members of the College community in accordance with College-wide goals/values

Professionalism - Adheres to ethical standards. Demonstrates integrity, respect for the academy, its mission and all its members, respects confidentiality. Exemplifies professional appearance and appropriate presence on campus. Enforces and adheres to College policies, rules, regulations, local, State and federal laws. Supports principles of inclusive excellence as a framework for diversity in the workplace. Maintains required attendance and punctuality.

Service Orientation - Demonstrates behavior that places high priority on the needs of the client whether students, colleagues, or other members of the College community and on service to the College community.

Development & Assessment of Supervised Staff – Provides initial ongoing training and growth/development opportunities through coaching and mentoring, conducts formal evaluations in a timely fashion according to College guidelines and provides ongoing feedback.

Communication – Applies well developed oral and written communication skills, presents projects, reports and informational documents in a clear and timely manner, maintains a cooperative and respectful relationship with all members of the College.

Leadership Skills – Monitors progress toward goals, guides individuals or groups in setting and reaching goals, takes charge and initiates action, delegates work and has authority to ensure completion of unit projects.

Management Skills – Manages budget and human resources responsibility without close supervision, makes sound and ethical decisions guided by relevant professional principles.

Supervisor's Signature

Date

EMPLOYEE COMMENTS (Optional – additional pages may be added)

I acknowledge that: (1) I have reviewed and discussed this performance assessment with the preparer. My signature means that I have been advised of my performance evaluation, but does not necessarily imply that I agree with it; (2) I have received a copy of the Annual Performance Assessment System which will be used to evaluate my performance during the upcoming year; and (3) I have reviewed my job description and have participated in developing any revisions.

Employee's Signature

Date

Reviewer's Signature

Date

Submit complete evaluated APAS as well as prepared APAS for the next year, and develop Employee Outcome, Achievement Targets and Measures.

Immediate Supervisor's Recommendation

Contract Renewal Non-Renewal * Assessment

Comments: * **Must be included if Non-Renewal recommended**

Immediate Supervisor's Signature

Date

Agree Disagree

Comments:

Reviewer (next administrator in line if applicable)

Date

Agree Disagree

Comments:

Provost/Vice President's Signature

Date

Office of Employee Relations

Date Received _____