

# AFT PROFESSIONAL STAFF REAPPOINTMENT CHECK-LIST

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NAME: \_\_\_\_\_ UNIT: \_\_\_\_\_

\_\_\_\_\_ **Request for Reappointment**

The request includes a one-page written self-evaluation. The self-evaluation is comprised of a summary of the past year's accomplishments including achievement of goals and an analysis of professional contributions and potential for continued development.

\_\_\_\_\_ **Prepare APAS for 2018-2019 (this should be done at time of hire for new employees)**

Supervisors are responsible for developing position responsibilities and expectations with every effort made to include the employee in this process.

\_\_\_\_\_ **Complete evaluated APAS for 2017-2018** (July 1, 2017 – June 30, 2018 or September 1, 2017 – June 30, 2018 for ten (10) month employees)

\_\_\_\_\_ **PREPARED APAS FORM FOR 2018-2019**

- Change appraisal period dates (July 1, 2018 – June 30, 2019 or September 1, 2018 – June 30, 2019 for ten (10) month employees);
- Prepare APAS using instructions;
- Create Action Plan, if applicable;
- Print and submit with completed/evaluated APAS for 2017-2018.

\_\_\_\_\_ **Current Job Description**

Update and revise, if necessary. **Please date.**

\_\_\_\_\_ **Resume**

Update to reflect all activities to the present, dated on bottom.

\_\_\_\_\_ **Peer Evaluations**

May be added but are not required unless the immediate supervisor and/or the candidate think they are necessary to evaluate performance.

\_\_\_\_\_ **Supervisor (date forwarded \_\_\_\_\_)**

Supervisor notes recommendation in writing and forwards all documents to the Administrative Officer next in line.

\_\_\_\_\_ **Administrative Officer Next in Line (date forwarded \_\_\_\_\_)**

Administrative Officer notes recommendation in writing and forwards all documents to Division Head.

\_\_\_\_\_ **Division Head (date forwarded \_\_\_\_\_)**

Division Head notes recommendation in writing and forwards all documents to the **Office of Employee Relations.**