AFT PROFESSIONAL STAFF REAPPOINTMENT CHECK-LIST

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, an analysis of professional contributions and potential for continued development.

_____ Prepare APAS for 2019-2020 (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 2018-2019 (July 1, 2018 – June 30, 2019 or September 1, 2018 – June 30, 2019 for ten (10) month employees)

_____ PREPARED APAS FORM FOR 2019-2020
- Change appraisal period dates (July 1, 2019 – June 30, 2020 or September 1, 2019 – June 30, 2020 for ten (10) month employees);
- Prepare APAS using instructions;
- Create Action Plan, if applicable; and
- Print and submit with completed/evaluated APAS for 2018-2019.

_____ 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 (either on the APAS or separately) and forwards all documents to the Administrative Officer next in line.

_____ Administrative Officer Next in Line (date forwarded ______________)
Administrative Officer notes recommendation in writing (either on the APAS or separately) and forwards all documents to Division Head.

_____ Division Head (date forwarded ______________)
Division Head notes recommendation in writing (either on the APAS or separately) and forwards all documents to the Office of Employee Relations.