

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.**