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 2020-2021 (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 2019-2020 (July 1, 2019 – June 30, 2020 or September 1, 2019
– June 30, 2020 for ten (10) month employees)

_____ PREPARED APAS FORM FOR 2020-2021
- Change appraisal period dates (July 1, 2020 – June 30, 2021 or September 1, 2020 – June
30, 2021 for ten (10) month employees);
- Prepare APAS using instructions;
- Create Action Plan, if applicable; and
- Print and submit with completed/evaluated APAS for 2019-2020.

_____ 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.