

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

### Prepare APAS for 2021-2022 (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 2020-2021 (July 1, 2020 – June 30, 2021 or September 1, 2020 – June 30, 2021 for ten (10) month employees)

### PREPARED APAS FORM FOR 2021-2022

- Change appraisal period dates (July 1, 2021 – June 30, 2022 or September 1, 2021 – June 30, 2022 for ten (10) month employees);
- Prepare APAS using instructions;
- Create Action Plan, if applicable; and
- Print and submit with completed/evaluated APAS for 2020-2021

### 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.**