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 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.