

**RAMAPO COLLEGE OF NEW JERSEY
ANNUAL PERFORMANCE ASSESSMENT SYSTEM (APAS)
AFT Professional Staff**

Employee Name:
Present Position:
Division/Unit/Office:
Immediate Supervisor's Name:

Current Assessment Period: July 1, 20__ - June 30, 20__

Assessment Only Single-Year Reappointment Multi-Year Reappointment

ASSESSMENT DEFINITIONS

- DIVISION/UNIT GOAL – (New)** Supervisor lists goals which are supported by the employee's function.
- EMPLOYEE OUTCOME – (Formerly Major Responsibilities)** Projected achievement /end result.
- ACHIEVEMENT TARGET – (Formerly Goals)** List minimum result, benchmark, or value that represents outcome success for each.

DIVISION GOAL AND/OR UNIT GOAL	EMPLOYEE OUTCOME	ACHIEVEMENT TARGET	MEASURE	RESULT AND/OR ANALYSIS	ACTION PLAN	SUPERVISOR COMMENTS
Supervisor lists goals which are supported by the employee's function	Projected achievement/end result	List minimum result, benchmark, or value that represents outcome success for each	The factors, variables, elements used to measure employee success in reaching outcome	Report result, what the findings mean and how they will be used to achieve target	Next step (developed when target not met)	A qualitative comment of the employee outcome

GENERAL COMMENTS

SKILLS/KNOWLEDGE/ABILITIES – Address the following: (Additional pages may be added)

Supervisor Comments - May address the following as applicable:

Job Knowledge – Is academically/experientially qualified for, and knowledgeable about each job task. Serves as a resource to others, and is willing to learn new skills.

Initiative - Prioritizes work appropriately and effectively. Initiates professional and/or skills development to build on strengths and to improve weaknesses.

Problem Solving - Anticipates, identifies and solves problems by applying sound managerial and/or technical solutions or creative alternatives.

Flexibility - Demonstrates ability to approach issues and problems in a creative and effective manner and is responsive to changing priorities.

Team Play – Demonstrates collaborative working relationships within the unit and members of the College community in accordance with College-wide goals/values

Professionalism - Adheres to ethical standards. Demonstrates integrity, respect for the academy, its mission and all its members, respects confidentiality. Exemplifies professional appearance and appropriate presence on campus. Enforces and adheres to College policies, rules, regulations, local, State and federal laws. Supports principles of inclusive excellence as a framework for diversity in the workplace. Maintains required attendance and punctuality.

Service Orientation - Demonstrates behavior that places high priority on the needs of

Immediate Supervisor's Recommendation

Contract Renewal Non-Renewal * Assessment

Comments: * **Must be included if Non-Renewal recommended**

Immediate Supervisor's Signature

Date

Agree Disagree

Comments:

Reviewer (next administrator in line if applicable)

Date

Agree Disagree

Comments:

Provost/