

Administrative Staff Appraisal Performance Self Evaluation

EMPLOYEE INFORMATION			
Employee Name:	_____	Department:	_____
Position Title:	_____	BGSU ID:	_____
Performance Evaluation Period:		Type of Review:	
To: _____	From: _____	Mid Year: _____	Year End: _____

GOALS & OBJECTIVES

- Strengthen two-way communication regarding job performance and periodically assess goals and opportunities for the unit and the individual.
- Establish a mutually-understood set of performance expectations.
- Recognize contributions of employees.
- Discuss opportunities for growth and development.
- Provide necessary feedback when performance does not meet expectations as situations warrants in addition to annual evaluation process.
- Align employee performance with the mission and goals of the university and unit.

PROCESS

1. Supervisor requests prior year's goals/objectives, general performance, associated outcomes as well as other information relevant to the performance review process and reviews them with the employee prior to discussing this year's evaluation. (Page 6).
2. Employee submits prior year's goals and their associated outcomes as well as other information relevant to the performance review process at least one week before scheduled meeting (Page 6).
3. Supervisor reviews and compares the full range of this year's performance to the past year and completes all sections of the *Performance Evaluation*, following the instructions provided.
4. Supervisor provides a working draft of *Performance Evaluation* to the employee. Supervisor and employee determine future meeting date and time.
5. Supervisor and employee meet to discuss the *Performance Evaluation* competency ratings.
6. Supervisor and employee create shared goals and objectives to enhance employee performance and successful completion of departmental and BGSU goals and objectives.
7. The Overall Evaluation Rating is calculated according to the most frequently assigned Competency Ratings and supervisor/employee discussions.
8. Upon completion of the performance evaluation discussion, the employee and supervisor sign the evaluation. The employee and supervisor should utilize the comments section provide additional explanations as needed.
9. Supervisor sends the signed copy to the second level supervisor for review and signature.
10. Once signed, the original document is sent to the Office of Human Resources. An electronic copy may be provided to the employee upon request.
11. Supervisor and employee should then review employee's Job Analysis Questionnaire (JAQ) to ensure that actual duties match job description and submit changes as needed.

Admin Assistant Self Assessment

William B. Werther,Keith Davis

Admin Assistant Self Assessment:

AI-Augmented Administrative Assistant HEBooks, Tired of drowning in emails calendar chaos and endless document revisions As an administrative professional you're expected to do more with less faster responses smarter workflows and flawless coordination But the tools you're using probably haven't changed in years leaving you stuck in a cycle of manual tasks that drain your time and energy What if you could work with technology instead of against it AI Augmented Administrative Assistant is your guide to mastering the tools that are redefining the future of support roles No fluff no jargon just real world strategies to automate scheduling streamline document handling and build intelligent workflows that save you hours every week You'll discover how AI can Draft emails in seconds so you stop rewriting the same messages Schedule meetings across time zones without back and forth confusion Generate meeting summaries automatically turning talk into action Sync tasks calendars and projects to stay ahead of deadlines Protect sensitive data while still leveraging AI's full power This book isn't about replacing your skills it's about amplifying them If you want to future proof your career reduce stress and become the tech savvy assistant everyone relies on this is your next step Ready to stop working harder and start working smarter Inside these pages you'll find the roadmap to becoming indispensable in an AI driven world Your time is valuable Let AI help you get it back

Modular Kaizen Grace L. Duffy, 2013-11-07 Modular Kaizen is a development of necessity Improvement has to happen on the fly in our rapidly changing world This book is about using the resources people and schedules already in place to get things done Modular Kaizen is the counterpoint to a kaizen blitz in which team members are confined in a room to hammer out an opportunity or a solution to some problem In the hectic interrupt driven environment of many organizations it is simply not possible to remove critical players from normal operations for any length of time Grace Duffy draws on 40 years of experience to incorporate techniques innovations and lessons learned in pursuit of effective continuous and breakthrough improvement Part I provides the conceptual model along with steps and tools for process and system improvement in an extremely busy and interrupt driven workplace Part II offers three case studies from manufacturing healthcare and aerospace to show how the techniques work in real time If you are looking for proven approaches to integrating quality improvement into daily work this is your book It is written for those of us who have to get it done not just talk about it So roll up your sleeves and dig in

Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2011-09-24 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant's and Secretary's Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the

definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers **Federal Register**

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