

## 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**



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## **Table of Contents Admin Assistant Self Assessment**

1. Understanding the eBook Admin Assistant Self Assessment
  - The Rise of Digital Reading Admin Assistant Self Assessment
  - Advantages of eBooks Over Traditional Books
2. Identifying Admin Assistant Self Assessment
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Admin Assistant Self Assessment
  - User-Friendly Interface
4. Exploring eBook Recommendations from Admin Assistant Self Assessment
  - Personalized Recommendations
  - Admin Assistant Self Assessment User Reviews and Ratings
  - Admin Assistant Self Assessment and Bestseller Lists
5. Accessing Admin Assistant Self Assessment Free and Paid eBooks

- Admin Assistant Self Assessment Public Domain eBooks
- Admin Assistant Self Assessment eBook Subscription Services
- Admin Assistant Self Assessment Budget-Friendly Options
- 6. Navigating Admin Assistant Self Assessment eBook Formats
  - ePub, PDF, MOBI, and More
  - Admin Assistant Self Assessment Compatibility with Devices
  - Admin Assistant Self Assessment Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Admin Assistant Self Assessment
  - Highlighting and Note-Taking Admin Assistant Self Assessment
  - Interactive Elements Admin Assistant Self Assessment
- 8. Staying Engaged with Admin Assistant Self Assessment
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Admin Assistant Self Assessment
- 9. Balancing eBooks and Physical Books Admin Assistant Self Assessment
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Admin Assistant Self Assessment
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Admin Assistant Self Assessment
  - Setting Reading Goals Admin Assistant Self Assessment
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Admin Assistant Self Assessment
  - Fact-Checking eBook Content of Admin Assistant Self Assessment
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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