

APPENDIX D

Ann Arbor Public Schools Office Professional Staff Appraisal Process and Timeline

I. Probationary Process

A. Initial Conference

- Share form and process
- Set expectations
- Set goals

B. Evaluation (no sooner than 30 calendar days following initial conference)

C. If evaluation is unsatisfactory:

- Present Performance Improvement Plan to employee – no later than 30 calendar days prior to the end of the employee’s first calendar year of employment based upon hire date.
- Final evaluation (required only if employee is on a PIP)
Recommendation of either:
 - 1) Satisfactory performance, or
 - 2) Continue on performance plan, or
 - 3) Recommendation for termination.

II. Post Probationary Process

A. Option 1 - Initial Conference: share form and process; self-evaluation opportunity.

1. Set expectations
2. Set goals (professional and departmental)

Mid-Assessment Goal Review (at least 30 days after initial conference)

1. Review expectations and goals
2. Identify successes
3. Identify problem areas
4. Identify possible solutions
 - Training opportunities
 - Problem-solving (e.g., time management issues)

Final Evaluation (at least 30 days after mid-assessment review)

1. Review expectations and goals
2. Review Performance
3. Identify success
4. Review problem areas; improvement/help needed?
5. Set goals for next year

B. Option 2 – Alternate Evaluation Process (Article 16, section 6)

1. Requirements
 - a. Six years in unit
 - b. Satisfactory evaluation
 - c. Mutual agreement with supervisor



Ann Arbor Public Schools
Office Professional Staff Appraisal

Employee Building

Position Category

Work Year Calendar Date of Review

Evaluator

EVALUATION STATUS	EMPLOYEE VENUE
<input type="checkbox"/> PROBATIONARY <input type="checkbox"/> POST-PROBATIONARY	<input type="checkbox"/> SCHOOL BUILDING <input type="checkbox"/> BALAS/ADMINISTRATION Dept. _____

JOB FUNCTIONS:

OFFICE PROFESSIONAL APPRAISAL FORM			
Employee: _____	0	Date of Review _____	01/00/00
Evaluator _____	0		
Performance Appraisal Ratings: Exceeds Expectations (4) - Achieves Expectations (3) - Needs Improvement (2) - Unsatisfactory (1) Determine rating within each factor under the appropriate box.			
PRIMARY JOB RESPONSIBILITIES			
I. COMMUNICATION/CUSTOMER SERVICE			
<ol style="list-style-type: none"> 1. Demonstrates effective written communication 2. Shares knowledge/information as needed 3. Seeks feedback on performance 4. Clearly and precisely expresses departmental/district procedures/policies as needed 5. Demonstrates positive, friendly customer service with colleagues and the community at large 			
COMMENTS:			
			RATING: 0
II. INTERPERSONAL SKILLS/TEAMWORK			
<ol style="list-style-type: none"> 1. Provides and accepts constructive feedback well 2. Displays common courtesy and personal concern for others 3. Maintains composure under difficult and stressful situations 4. Maintains harmonious relationship with leadership and co-workers 5. Is receptive to new ideas and flexible in adapting to change 6. Volunteers to help others 			
COMMENTS:			
			RATING: 0
III. QUALITY/PRODUCTIVITY			
<ol style="list-style-type: none"> 1. Demonstrates knowledge of responsibilities, office procedures, processes and workflow issues 2. Handles scheduling and completion of assignments with accuracy and neatness 3. Maintains, handles, disseminates correspondence with accuracy and timeliness to appropriate parties 4. Utilizes competencies and skills required for successful execution of work assignments and job duties 5. Meets timelines and coordinates efforts with supervision and co-workers 6. Seeks information from appropriate resources 7. Adheres to current policies and procedures in the activity/process 8. Completes assignments without direction from supervisor 			
COMMENTS:			
			RATING: 0

OFFICE PROFESSIONAL APPRAISAL FORM

Employee: _____ 0

Date of Review 01/00/00

Evaluator: _____ 0

IV. TECHNICAL SKILLS/PROBLEM SOLVING/PROCESS IMPROVEMENTS

1. Remains up-to-date on developments in areas of expertise
2. Learns on the job
3. Seeks and participates in developmental opportunities within and outside area of expertise
4. Uses technical skills to assist co-workers
5. Is able to analyze and solve problems effectively
6. Demonstrates ability to implement new/improved methods to get job done
7. Applies creative thinking to find acceptable solutions
8. Contributes to an appropriate solution while staying focused on the issue or situation, not the person (or - regardless of whom it involves)

COMMENTS:

RATING: 0

V. DEPENDABILITY/ATTENDANCE

1. Demonstrates flexibility to meet job responsibilities
2. Displays willingness to change priorities and can be relied upon to perform other tasks as needed
3. Prioritizes and maintains acceptable time utilization on the job
4. Is punctual and adheres to office work hours
5. Minimizes unscheduled absences

COMMENTS:

RATING: 0

OVERALL PERFORMANCE SUMMARY

REVIEWER COMMENTS:

EMPLOYEE'S COMMENTS: OPTIONAL: If the employee wishes to do so, any comments concerning the appraisal or the content, for example, agreement or disagreement, may be indicated in the space provided or on a separate sheet.

OVERALL PERFORMANCE APPRAISAL RATING 0.0

(Overall rating is an average of all 5 factors.)

REVIEWER SIGNATURE _____ DATE _____

REVIEWER SIGNATURE _____ DATE _____

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF THE PERFORMANCE APPRAISAL

EMPLOYEE'S SIGNATURE _____ DATE _____

