



ADMINISTRATIVE PERFORMANCE ASSESSMENT (APA)

PROCEDURE

TIMELINE

Within the first six (6) months of employment and then annually thereafter.

PROCEDURE

- 1. Supervisor reviews the employee's position description to ensure it is accurate/up to date.**
 - a. Employee input/feedback on description updates is required.
- 2. Supervisor schedules preliminary meeting with employee.**
 - a. Supervisor provides:
 - i. Overview of assessment process and timeline for completion.
 - ii. Copy of goals and growth opportunities set at last evaluation.
 - iii. Copy of current position description.
 - iv. APA-Form for use in assessment process.
 - b. Employee provides:
 - i. Name/email of a peer who can provide feedback on their performance.
 1. Note: Peer can be an internal or external colleague.
- 3. Supervisor emails HR (hr@shoreline.edu) with name/email of:**
 - a. Employee selected "peer" colleague.
 - b. Supervisor selected "peer" colleague.
 - c. Employee's direct reports (all positions supervised by employee being evaluated).
- 4. HR sends out the 360 eval form to identified individuals.**
 - a. Respondents are asked to response within 1 week of receipt.
 - b. Results shared with supervisor for their use in providing feedback.
- 5. Supervisor and employee independently complete and exchange APA-Forms.**
- 6. Supervisor/Employee meet for the performance assessment discussion.**
 - a. Supervisor and employee discuss their independently completed APA-Forms.
 - i. Review details of successes, opportunities for growth, and goals met.
 - b. Supervisor shares feedback received from 360 eval process with no names attached.
 - c. Supervisor establishes work goals and opportunities for growth over next eval period.
 - d. Employee provides feedback/comments to goals set and/or areas for growth.
 - e. Employee/supervisor sign acknowledgement of assessment info discussed during next eval period.
- 7. Supervisor submits completed final APA-Form to HR with a copy of the employee's current position description.**

QUESTIONS? Contact Human Resources at hr@shoreline.edu any time. Thank you!