



ADMINISTRATIVE PERFORMANCE ASSESSMENT (APA)

TIMELINE

All administrators will be evaluated within the first six (6) months of employment and 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 should be considered by the supervisor.
- 2. Supervisor schedules preliminary assessment meeting with employee.**
 - a. Items reviewed include an overview of the assessment process and timeline, goals and growth opportunities set at last assessment, and their current position description.
- 3. Supervisor emails HR (hr@shoreline.edu) with name/email of:**
 - a. An employee-selected and supervisor-selected "peer" colleague.
 - i. A "peer" is someone who the employee works with frequently that can speak to their performance.
 - ii. A peer can be internal or external to the College.
- 4. HR sends out the 360 eval form to identified individuals, and to all direct reports to the role.**
 - 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 form.**
 - a. This should be done in advance of the final assessment meeting.
- 6. Supervisor schedules final assessment meeting with the employee after 360 feedback is received.**
 - a. Supervisor and employee discuss their independently completed APA-Forms.
 - i. Review should include details of successes, opportunities for growth, and goals met.
 - b. Supervisor *verbally* shares feedback received from 360 eval process.
 - c. Supervisor and employee discuss work goals/opportunities for growth for the position.
- 7. Supervisor completes the APA form.**
 - a. APA form is completed based on discussion with employee at final assessment meeting.
- 8. Supervisor signs and emails the completed APA form to the employee for their signature.**
 - a. Employee completes the "Employee Comments" section if desired and provides their signature acknowledgement of the supervisor's finalized assessment information.
- 9. Supervisor submits completed final APA-Form to HR with a copy of the employee's current position description.**
 - a. HR confirms receipt and tracks completion of assessment process for that employee.

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