



## ADMINISTRATIVE PERFORMANCE ASSESSMENT (APA)

### PROCEDURE

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#### **TIMELINE**

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

#### **PROCEDURE**

- 1. Supervisor reviews the position's description to ensure it is accurate/up to date.**
  - a. If none is on file, the Supervisor must work with employee/HR to complete one immediately.
    - i. Employee input/feedback on description updates is required before finalizing.
  - b. Updated descriptions must be submitted to HR for review before final approval can be provided.
- 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 an outside of College/external peers for use in [360 eval component](#).
- 3. Supervisor emails HR ([hr@shoreline.edu](mailto:hr@shoreline.edu)) with name/email for evaluated employee's:**
  - a. Employee Provides:
    - i. External/outside of College peer
  - b. Supervisor Provides:
    - i. Unit peer (1 working in same unit as employee)
    - ii. Direct reports (all positions supervised by employee)
    - iii. Campus partner (1 that works with employee regularly)
- 4. HR sends out 360 eval form to identified individuals.**
  - a. HR follows up to ensure response with 10 business days.
  - b. Results shared with supervisor for their use in providing feedback, minus contributor names.
- 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.
  - 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 for next eval period to HR, maintaining a local copy for reference/use.**

QUESTIONS? Contact Human Resources at [hr@shoreline.edu](mailto:hr@shoreline.edu) any time. Thank you!