

**Appendix D**  
**APA Annual Performance Narrative Form**

**Administrator:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Administrative Area Supervisor:** \_\_\_\_\_

**Evaluation Date:** \_\_\_\_\_

**Bi-Annual Reports Received from Administrator:**

*November:*

*April:*

*Reports are due twice per year on November 1 and April 1.*

**Job Description Review:**

Yes                      No

*If applicable, please submit the updated job description electronically to the Human Resources Office.*

It is extremely valuable for managers to evaluate the performance of an administrator. The evaluation of performance enhances the effectiveness of an administrator in making a contribution toward advancing the mission of the department, division, and the institution. Providing regular feedback to an administrator will assist the administrator in performing their core job responsibilities and achieving expectations and goals, as well as help propel the administrator forward in their career.

The performance narrative is a tool to review job expectations and strategic goals, assess strengths and weaknesses, identify professional development opportunities, and offer performance feedback to the administrator. The performance narrative should also note overall, whether the administrator has been successful in the performance of their core job responsibilities or if improvement is needed.

The performance narrative should include the following elements when assessing performance:

<b>Year in Review:</b>	<b>Professional Competencies:</b>
<ul style="list-style-type: none"> <li>• <i>Administrator's accomplishments &amp; successes</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Leadership/Management</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Areas for improvement or challenges noted in the performance of job responsibilities</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Communication/Interpersonal Skills</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Strategic goals aligning with administrator's core job responsibilities</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Responsiveness</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Goals for upcoming year or contributions to departmental or divisional goals</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teamwork</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Professional development activities planned</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Problem-solving/Judgment &amp; Discretion</i></li> </ul>

Job-specific competencies, identified by the manager or supervisor, and the administrator's job knowledge should also be included in the performance narrative.

It is recommended that the performance narrative be provided to the administrator at least one week in advance of the scheduled meeting to discuss the administrator's performance. Providing the performance narrative in advance will allow the administrator time to reflect upon the narrative and foster their own thoughts to contribute to the performance discussion in a meaningful way.

**Performance Narrative:**

*Attach document.*

---

**Overall Performance Rating:**

Meets Expectations:

Needs Improvement\*:

*\*If improvement is needed the performance narrative should reflect the areas in which improvement is needed and should identify next steps to help the administrator achieve successful performance.*

---

**Employee Comment:**

*Attach document.*

---

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Administrative Area Supervisor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Administrator*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature Area Vice President or  
Chief Administrative Officer*

c: Official Personnel file