

ADMINISTRATIVE REVIEW CHECKLIST

For _____

1. ___ Self reflection using the Performance Dialogue tool, included in evaluation package.
2. ___ Supervisors comments and reflections to the Performance Dialogue document included in evaluation package.
3. ___ Colleague evaluation completed, results discussed with performance dialogue and included in evaluation package.
4. ___ Job description has been reviewed with individual and is accurate as stated or needs revising.
5. ___ Performance Dialogue document was reviewed during the draft stage with individual, final version is included in this package. Individual has been given the opportunity to make revisions after the Performance Dialogue discussion.
6. ___ Supervisor's comments provide guidance to the individual for development of the individual's goals and/or projects for next year.
7. ___ Individual has received a copy of this evaluation package.

Signatures:

Staff member _____ Date _____

Supervisor _____ Date _____

Dean _____ Date _____

Provost _____ Date _____

President _____ Date _____