**Employee Name:** Click here to enter employee name.

**Notes:** Performance evaluations for URA-AFT employees eligible for the Staff Compensation Program (SCP) must be completed by April 30 of each fiscal year. For more detailed instructions, see the UHR website (http://uhr.rutgers.edu/) or call 848-932-3020 and ask to speak to an HR Consultant.

## SECTION 1: APPRAISAL MATRIX

1. List the three to five **Key Duties (**usea word or short phrase to describe the duty) of the position.
2. Indicate the **priority percentage** for each duty (should total 100%).
3. **Appraise each duty** in Sections 3 & 4 (the following page), then **transcribe the rating** to the column below*.*

|  |  |  |
| --- | --- | --- |
| **Key Duties** | **Priority** | **Rating** |
| 1. Provides daily administrative support for the Choose an item. project at the Choose an item. County office. | 40% | Choose item from list. |
| 1. Provides oversight to the paraprofessional staff and other Nutrition Educators working for the Choose an item. County office in the absence of the Program Associate I/Project Supervisor. | 25% | Choose item from list. |
| 1. Performs and monitors daily administration of project’s financial and human resource activities by creating and maintaining Excel spreadsheets, and developing/updating office manuals as directed by immediate supervisor. Resolving office problems and immediately communicating them to the project leader. | 20% | Choose item from list. |
| 1. Prepares packets of educational materials for marketing the Choose an item. County project(s) for decision-makers, participating agencies, general public and other interested partners throughout the county as needed. Ensures all materials are readily available for teaching weekly nutrition education classes and coordinates TEFAP food pantry matters. | 10% | Choose item from list. |
| 1. Other duties, as assigned to accommodate workload demands for fiscal operation unit. | 5% | Choose item from list. |

**SECTION 2: OVERALL ASSESSMENT**

Based upon the appraisal rating for each key duty and its priority level, indicate the employee’s overall appraisal rating which reflects his or her performance during the past year by checking one of the categories below. Use the following rating scale and provide comments to explain your rating. (Check only one.)

**☐Meets Standards.** This rating encompasses a wide range of performance from employees satisfactorily meeting job expectations to making exceptional contributions in advancing the objectives of their departments and/or the university.

**☐Does Not Meet Standards.** Employees who do not satisfactorily meet job expectations and **overall** do not consistently perform their assigned responsibilities adequately will be given this rating. Employees who receive this rating will be provided specific guidelines on how to improve performance and will be reevaluated again by October 15 of this year.

**Note: Performance in the higher priority duties should have a greater impact on the overall assessment than performance in the lower priority areas.**

**Employee Name:** Click here to enter employee name.

**Comments (add pages as necessary):**

Click here to enter comments.

Employee Name: Click here to enter employee name.

### Key Duty #1: Provides daily administrative support for the Choose an item. project at the Choose an item. County Office.

**SECTION 3: PERFORMANCE STANDARDS**

For each key duty, describe the performance expectations for the Meets Standards level of performance for the current evaluation process.

☐Check here and detail on an attached page if standards are being modified for next year’s evaluation process.

Meets Standards:

Provides daily administrative support for the Choose an item. Project(s) at Middlesex County including, but not limited to: compiling and submitting necessary administrative paperwork and documentation (including electronic data entry) documentation and statistical data for the Program Associate I’s/Project Supervisor’s review. Prepares various correspondences, some of which are self-initiated, including: narrative reports, and monthly and annual statistical reports. Monitor staff time record logs, reviews and up-dates staffs’ available paid time off and updates office staff absence records weekly. Advises Program Associate I/Project Supervisor of discrepancies. Photocopies and faxes educational and marketing materials and writes/prepares reports, as instructed. Collects program participants surveys from all nutrition education staff i.e., diet recalls and nutrition data; reviews the survey data; follows up with the paraprofessionals to ensure the collection of complete and accurate data; then enters the survey data into the web-based Nutrition Education Evaluation Reporting system (WebNEERS) for Federal reporting accurately and in a timely fashion. Prepares and submits monthly NEERS data reports to State Administrative Office (SAO) by the 10th of each month. Also performs routine administrative/clerical support including: typing letters and other correspondence, meeting minutes (sometimes through transcriptions), filing, data entry, ordering routine supplies and special orders, informing/reminding staff served of upcoming deadlines, processing Travel and Business Expense Reports (TABERS), reviewing all TABERS for accuracy prior to Supervisor’s authorization and submission by the 10th of the month to the State Administrative Office, making phone calls, processing daily mail, photocopying, making meeting arrangements, and contacting facilities or appropriate department for office/building issues. Submitting all personnel (including hiring) paperwork to the SAO in a timely fashion and other clerical duties including month-end review of inventory supply list and prepares and fax supply order request to SAO at the end of each month to ensure proper supplies needed in the daily operations of the Project(s); follow-up with Purchase Orders and Requisition Forms in a timely manner. Classifies and arranges records and correspondences in a systematic order, in a manner that ensures their security and ease of availability. Keeps all files up to date, and monitors records of program materials and equipment borrowed from the office by the staff. Answers phone and fulfills request or routes calls to supervisor and other SNAP-Ed and EFNEP appropriate Rutgers Cooperative Extension personnel; sends/receives messages via fax, e-mail and voicemail. Performs monthly follow-ups to ensure expense report reimbursements have been received and advises the Program Associate I/Project Supervisor of their status immediately if they have not. Prepares project and meeting outlines; takes minutes at project staff meetings; submits the minutes to the Supervisor for any needed corrections; and distributes to the staff within three days of the meeting. Assists with the preparation of Certificates of Accomplishment and Achievement that are distributed to class participants upon class completion; and, prepares other reports and /or correspondence, as requested; in a timely manner.

**Does Not Meet Standards:**

## SECTION 4: APPRAISAL & DOCUMENTATION

Employee Name: Click here to enter employee name.

### Key Duty #1: Provides daily administrative support for the Choose an item. project at the Please select county. County Office.

#### Appraisal

Check only one rating level to appraise the employee’s performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

**☐Meets Standards**

**☐Does Not Meet Standards**

#### Support for Appraisal

#### Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

Employee Name: Click here to enter employee name.

### Key Duty #2: Provides oversight to the paraprofessional staff and other Nutrition Educators working for the Please select county. County office in the absence of the Program Associate I/Project Supervisor.

**SECTION 3: PERFORMANCE STANDARDS**

For each key duty, describe the performance expectations for the Meets Standards level of performance for the current evaluation process.

☐Check here and detail on an attached page if standards are being modified for next year’s evaluation process.

Meets Standards:

Will provide oversight to the paraprofessional staff and other nutrition educators working in the absence of the Program Associate I/Project Supervisor. Will ensure they are spending time-on-task on the duties they have been assigned by their Supervisor, and will manage any immediate needs that come up if the Supervisor is unavailable or cannot be reached.

**Does Not Meet Standards:**

## SECTION 4: APPRAISAL & DOCUMENTATION

#### Appraisal

Check only one rating level to appraise the employee’s performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

**☐Meets Standards**

**☐Does Not Meet Standards**

#### Support for Appraisal

#### Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

Employee Name: Sarah Moore

### Key Duty #2: Provides oversight to the paraprofessional staff and other Nutrition Educators working for the Please select county. County in the absence of the Program Associate I/Project Supervisor.

Click here to enter text.

Employee Name: Click here to enter employee name.

### Key Duty #3: Performs and monitors daily administration of project’s financial and human resource activities by creating and maintaining Excel spreadsheets, and developing/updating office manuals as directed by immediate Supervisor. Resolves office problems and immediately communicates them to the project Supervisor.

**SECTION 3: PERFORMANCE STANDARDS**

For each key duty, describe the performance expectations for the Meets Standards level of performance for the current evaluation process.

☐ Check here and detail on an attached page if standards are being modified for next year’s evaluation process.

Meets Standards

Monitors accuracy of project budget records and reconciles all accounts. Creates and maintains spreadsheets in Excel to effectively monitor expenditure activities; this includes all purchases and all requisitions. Responsible for working with the state Choose an item. Accounting Office to quickly resolve problems as they arise and to communicate such problem resolutions to the Program Associate I/Project Supervisor. Monitors and submits all orders pertaining to equipment. Develops and maintains manual of all office administrative policies and procedures under the direction of the Program Associate I/Project Supervisor.

**Does Not Meet Standards:**

## SECTION 4: APPRAISAL & DOCUMENTATION

#### Appraisal

Check only one rating level to appraise the employee’s performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

**☐Meets Standards**

**☐Does Not Meet Standards**

#### Support for Appraisal

#### Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

**Employee Name:** Click here to enter employee name.

### Key Duty #3: Performs and monitors daily administration of project’s financial and human resource activities by creating and maintaining Excel spreadsheets, and developing/updating office manuals as directed by immediate supervisor. Resolves office problems and immediately communicates them to the project Supervisor.

Click here to enter text.

Employee Name: Click here to enter employee name.

### Key Duty #4: Prepares packets of educational materials for marketing Please select county. County project(s) for decision-makers, participating agencies, general public and other interested partners throughout the county as needed. Ensures all materials are readily available for teaching weekly nutrition education classes and coordinates TEFAP food pantry matters.

**SECTION 3: PERFORMANCE STANDARDS**

For each key duty, describe the performance expectations for the Meets Standards level of performance for the current evaluation process.

☐ Check here and detail on an attached page if standards are being modified for next year’s evaluation process.

Meets Standards

Prepares packets of educational materials for marketing SNAP-Ed and EFNEP to county decision-makers, participating agencies, general public, and other interested partners as needed. Prepares all educational materials used for staff training and for distribution in weekly nutrition classes in a timely fashion, coordinates the TEFAP food pantry, orders/schedules monthly allocations for the Food Bank and submits the required paperwork, adhering to specified deadlines.

**Does Not Meet Standards:**

## SECTION 4: APPRAISAL & DOCUMENTATION

#### Appraisal

Check only one rating level to appraise the employee’s performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

**☐Meets Standards**

**☐Does Not Meet Standards**

#### Support for Appraisal

#### Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

**Employee Name:** Click here to enter employee name.

### Key Duty #4: Prepares packets of educational materials for marketing County project(s) for decision-makers, participating agencies, general public and other interested partners throughout the county as needed. Ensures all materials are readily available for teaching weekly nutrition education classes and coordinates TEFAP food pantry matters.

Click here to enter text.

Employee Name: Click here to enter employee name.

### Key Duty #5: Other Duties as Assigned to accommodate workload demands for fiscal operation unit.

**SECTION 3: PERFORMANCE STANDARDS**

For each key duty, describe the performance expectations for the Meets Standards level of performance for the current evaluation process.

☐Check here and detail on an attached page if standards are being modified for next year’s evaluation process.

Meets Standards: (duty assigned per First Level Supervisor or State level staff if applicable).

Performs other duties as assigned to accommodate workload demands for fiscal operation unit.

**Does Not Meet Standards:**

## SECTION 4: APPRAISAL & DOCUMENTATION

#### Appraisal

Check only one rating level to appraise the employee’s performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

**☐Meets Standards**

**☐Does Not Meet Standards**

#### Support for Appraisal

#### Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

Employee Name: Click here to enter employee name.

### Key Duty #5: Other Duties as Assigned to accommodate workload demands for fiscal operation unit.

Click here to enter text.

Employee Name*:* Click here to enter employee name.

## SECTION 5: PERFORMANCE IMPROVEMENT OR ENHANCEMENT

To be completed by supervisor based on performance ratings from prior year and performance expectations for upcoming year. Must be completed and specific guidelines provided on how to improve performance if overall evaluation is “Does Not Meet Standards”.

## SECTION 6: SIGNATURES AND COMMENTS

Overall Appraisal Rating (from Section 2): ☐Meets Standards

☐Does Not Meet Standards (will be re-evaluated by October 15 of this year)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_Click here to enter a date.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First-Level Supervisor Date

Comments:

Click here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_Click here to enter a date.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second-Level Supervisor Date

Click here to enter text.

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

**Notes:** An employee’s signature does not necessarily indicate agreement with this evaluation. An employee may request a review of the evaluation in accordance with Article 38, Section E of the negotiated [URA-AFT Agreement](file:///C:\Documents%20and%20Settings\polino\Local%20Settings\Temp\URAAFT_agreement.pdf) and as explained in the “Review Process If SCP Procedure Is Not Followed” available on UHR’s website (http://uhr.rutgers.edu/), or by calling University Human Resources at 848-932-3020.