

**Ramapo College of New Jersey**  
**Annual Performance Assessment System (APAS)**  
**AFT Professional Staff**

The Annual Performance Assessment System (APAS) is used to facilitate communication between employees and their supervisors and clarifies job expectations. Moreover, this system serves to align individual employee's contribution to the College's planning and assessment activities.

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**Managers & AFT Professional Staff**

**INSTRUCTIONS**

1. Review performance for the entire review period: do not base your judgment on recent events or isolated incidents. **Maintain records of significant performance events which MUST be shared with the employee as they occur.**
2. Assess performance and not personality. Comments should relate only to the person's ability to do the assigned work.
3. Prepare the assessment in terms of actual achievement on the basis of targets and measures so that the employee can be shown how well he/she is meeting the established APAS, where strengths lie; and what action plan may be neededlie

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