



ANNUAL PERFORMANCE ASSESSMENT (APA)

POSITION: SYSTEM ENGINEER

Name of the person evaluated:.....

Name of the evaluator (evaluator = supervisor of the person evaluated):

.....

Period:

From (date).....To (date)..... Year:.....

Not Applicable NA	Unsatisfactory	Needs Improvement		Improving		Meets Standards		Above Standards		Outstanding	
NA	0	1	2	3	4	5	6	7	8	9	10

Criteria of evaluation	Self-assessment (Using the scale above, circle your responses below)	Supervisor's Ratings ↓
1. Contributes effectively as a core member of the software development and digital innovation team.	NA 0 1 2 3 4 5 6 7 8 9 10	
2. Participates in technical planning and provides recommendations for improving applications, integrations, and digital services.	NA 0 1 2 3 4 5 6 7 8 9 10	
3. Supports the implementation of annual development objectives, DevSecOps practices, and continuous improvement initiatives.	NA 0 1 2 3 4 5 6 7 8 9 10	

4. Delivers assigned software development tasks accurately, securely, and on time.	NA 0 1 2 3 4 5 6 7 8 9 10	
5. Provides technical assistance to ensure efficient deployment and use of applications and digital tools.	NA 0 1 2 3 4 5 6 7 8 9 10	
6. Shares knowledge with peers, assists in onboarding new team members, and contributes to training and documentation.	NA 0 1 2 3 4 5 6 7 8 9 10	
7. Assists in estimating development effort, resource needs, and technical components for project planning and budget requests.	NA 0 1 2 3 4 5 6 7 8 9 10	
8. Monitors and reports on application performance, usage, licensing, and operational expenses.	NA 0 1 2 3 4 5 6 7 8 9 10	
9. Participates in performance discussions and goal-setting to support professional growth in software development and cybersecurity.	NA 0 1 2 3 4 5 6 7 8 9 10	
10. Builds strong collaborative relationships with campus units by providing responsive application support and digital solutions.	NA 0 1 2 3 4 5 6 7 8 9 10	
11. Designs, develops, and maintains software applications that meet business and operational requirements.	NA 0 1 2 3 4 5 6 7 8 9 10	

12. Ensures the reliability and integrity of applications through consistent testing, monitoring, and documentation.	NA 0 1 2 3 4 5 6 7 8 9 10	
13. Provides technical advice and support to departments on application-related matters.	NA 0 1 2 3 4 5 6 7 8 9 10	
14. Supports requirements gathering, business analysis, and testing during the development or implementation of new applications.	NA 0 1 2 3 4 5 6 7 8 9 10	
15. Stays current with evolving technologies, secure coding practices, and higher-education IT trends to recommend improvements.	NA 0 1 2 3 4 5 6 7 8 9 10	
16. Develops and maintains APIs, microservices, and integrations between institutional systems.	NA 0 1 2 3 4 5 6 7 8 9 10	
17. Supports campus-wide applications used in academic, administrative, and research functions.	NA 0 1 2 3 4 5 6 7 8 9 10	
18. Maintains departmental applications and contributes to improving digital workflows.	NA 0 1 2 3 4 5 6 7 8 9 10	
19. Supports the university's web platforms and related integrations.	NA 0 1 2 3 4 5 6 7 8 9 10	
20. Implements secure development practices and contributions to DevSecOps automation pipelines.	NA 0 1 2 3 4 5 6 7 8 9 10	

21. Ensures proper integration with core institutional platforms (Microsoft 365, Google Workspace, ERP).	NA 0 1 2 3 4 5 6 7 8 9 10	
22. Supports secure connectivity and data exchange with external partners (banks, government agencies, cloud services).	NA 0 1 2 3 4 5 6 7 8 9 10	
23. Performs routine application administration tasks, ensuring performance, availability, and data integrity.	NA 0 1 2 3 4 5 6 7 8 9 10	
24. Participates in production support activities and contributes to the on-call rotation for critical applications.	NA 0 1 2 3 4 5 6 7 8 9 10	
25. Applies cybersecurity, privacy, and accessibility best practices across all developed and maintained applications.	NA 0 1 2 3 4 5 6 7 8 9 10	
26. Collaborates with departmental teams to understand and address functional and technical requirements.	NA 0 1 2 3 4 5 6 7 8 9 10	
27. Maintains effective working relationships with external vendors and technology partners	NA 0 1 2 3 4 5 6 7 8 9 10	
28. Contributes to the development and maintenance of data management practices and tools.	NA 0 1 2 3 4 5 6 7 8 9 10	
29. Develops and maintains data integration services, reporting	NA 0 1 2 3 4 5 6 7 8 9 10	

platforms, APIs, and related infrastructure.		
30. Maintains metadata, documentation, and technical records to ensure proper data classification and accessibility.	NA 0 1 2 3 4 5 6 7 8 9 10	
31. Supports the operation and maintenance of data repositories and reporting environments.	NA 0 1 2 3 4 5 6 7 8 9 10	
32. Responds to requests for data extraction, analysis, and reporting support.	NA 0 1 2 3 4 5 6 7 8 9 10	
33. Ensures users have access to accurate data, tools, and resources to support institutional decision-making.	NA 0 1 2 3 4 5 6 7 8 9 10	
34. Prepares and maintains accurate application documentation, code repositories, and configuration records.	NA 0 1 2 3 4 5 6 7 8 9 10	
35. Participates in training, workshops, and professional development activities related to software development and cybersecurity.	NA 0 1 2 3 4 5 6 7 8 9 10	

In the space provided below, provide evidence for **8, 9, 10** that indicate outstanding performance above expectations and standards.

Number	Provide evidence and examples to support your claim

Final score:

(the total of the grades divided by the number of criteria)

Rating:

(The final score corresponds to a rating from the table below)

Not Applicable NA	Unsatisfactory	Needs Improvement		Improving		Meets Standards		Above Standards		Outstanding	
NA	0	1	2	3	4	5	6	7	8	9	10

.....

.....

.....

Overall Supervisor's Comments (use extra page if necessary):

.....

.....

.....

.....
The evaluated person's Name and Signature

Date:.....

.....
Supervisor's Name and Signature

Date:.....