

District Services AUO Assessment Plan Form

Record the results of the assessment of AUOs. If AUOs have not been assessed, include a planned date and strategy for assessment.

Unit AUO	Date Assessed or (Planned Assessment Date)	Assessment Strategy	Criteria for Success	Assessment Results/Outcome	Planned Program Modifications (Basis for Goals and Objectives for Coming Year)
1.					
2.					
3.					

For Fall 2013, please submit Columns 1-4 with your ASR.

AUO assessment will occur in spring 2014 - for those AUOs you plan to assess in 2013-14.

No matter your final results:

“Success is not final; failure is not fatal; it is the courage to continue that counts.”
Winston Churchill.

AUO Worksheet

Task 1: Identify key functions and the clients your unit serves with those functions

Key Functions	Clients
1.	
2.	
3.	
4.	
5.	

Task 2: Outline your AUO statement aligned with a unit goal OR an operational process

Client	Key Function	Experience	Criteria for Success
<i>Departments across the district</i>	<i>Custodial Services</i>	<i>submit work orders electronically</i>	<i>80% report improved access</i>