

THE UNIVERSITY OF THE WEST INDIES

**ASSESSMENT FOR
SENIOR ADMINISTRATIVE STAFF AND PROFESSIONAL STAFF CATEGORIES**

**EVALUATION QUESTIONNAIRE TO BE COMPLETED BY HEAD OF
DEPARTMENT/SUPERVISOR**

SECTION A

NAME OF OFFICER BEING ASSESSED:

STAFF CATEGORY:..... CAMPUS:

DEPARTMENT/OFFICE.....

NAME OF ASSESSOR.....

POSITION.....

POSITION.....

DATE ASSUMED POSITION.....

DATE.....

CONTRACTUAL STATUS.....

EXPIRATION DATE.....

REVIEW PERIOD.....

SECTION B: PERFORMANCE OBJECTIVES

Performance objectives must be specific, reasonable, attainable and measurable. There must be at least one objective for each area of responsibility to be undertaken during the review period.

- State the agreed objectives for the period under review.
- At the end of the review period indicate your level of achievement by placing an (x) under the appropriate level.
- Where specific targets have been minimally achieved or have not been achieved, please explain in the space provided for 'Comments' on page 2.

SECTION C

EVALUATION OF PERFORMANCE

RATING SCALE 5. Surpasses targets and standards beyond 75% of the time. 4. Surpasses targets and standards at least 50% of the time. 3. Meets expected targets and standards at least 50% of the time. 2. Meets expected targets and standards <50% of the time. 1. Fails to meet targets and standards.	5	4	3	2	1	REMARKS
CRITERIA FOR ASSESSMENT						
<p><u>Professional Competence:</u></p> <ul style="list-style-type: none"> • Level of engineering knowledge and/or requisite expertise associated with the profession • Awareness and application of current developments in the relevant engineering discipline • Ability to communicate effectively and present ideas and concepts orally and in writing • Efficiency in utilizing available resources • Quality of work done • Membership in professional organisations • Professional growth through continuing education and training 						
<p><u>Industry/Productivity:</u></p> <ul style="list-style-type: none"> • Level of achievement of targeted work goal • Quantity of work completed • Ability to organise and implement complex work projects • Ability to meet deadlines • Maintaining reliable records. 						
<p><u>Service Delivery:</u></p> <ul style="list-style-type: none"> • Quality of service delivered 						

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CRITERIA FOR ASSESSMENT <i>cont'd</i>						
<u>Service Delivery <i>cont'd</i></u> <ul style="list-style-type: none"> • Quality of relationships with clients and colleagues • Level of client satisfaction as measured by feedback received (e.g. complaints, commendations) 						
<u>Leadership:</u> <ul style="list-style-type: none"> • Ability to plan, organise and implement work programme • Ability to delegate authority effectively • Level and quality of guidance and instruction provided to subordinates • Contribution to team building and staff motivation • General deportment and personal example provided • Ability to evaluate and assist in the development of staff. 						
<u>Creativity and Innovation:</u> <ul style="list-style-type: none"> • Ability to re-engineer business processes • Introduction of new and more efficient procedures • Ability to adapt and configure new systems • Application for a patent 						

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CRITERIA FOR ASSESSMENT <i>cont'd</i>						
<u>Outreach and University service:</u> <ul style="list-style-type: none"> • Level of participation in local, regional or international organisations including service clubs • Membership on University Committees • Service to University, e.g. through mentoring. 						

SECTION D

OVERALL LEVEL OF PERFORMANCE

Using the levels of performance as defined at the beginning of Section “C”, indicate in the box below the descriptor which best describes the overall performance of the staff member.

SECTION E

RECOMMENDATION (where applicable)

- a. Renewal of contract on tenure
- b. Renewal of contract for three years
- c. Renewal of contract for two years
- d. Renewal of contract for one year
- e. Termination of contract
- f. Award of special increment (s)
- g. Promotion to higher grade

TRAINING RECOMMENDATIONS (where applicable)

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SECTION E Cont'd

FURTHER COMMENTS/RECOMMENDATIONS BY ASSESSOR

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SIGNATURE OF ASSESSOR..... DATE.....

SECTION F

EMPLOYEE'S COMMENTS

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EMPLOYEE'S SIGNATURE

