

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"> • Knowledge of, and the effective application of the current state of methodologies, techniques and practices of information/ telecommunications technologies • Knowledge of the University’s strategic objectives, core business systems, processes and information requirements • Ability to function effectively in the highly dynamic IT environment • Ability to communicate effectively and present ideas and concepts orally and in writing • Quality of work produced relative to industry standards • Membership in professional organisations • Professional growth through continuing education and training. 						
<p><u>Industry/Productivity:</u></p> <ul style="list-style-type: none"> • Quantity of work produced • Level of design and programme development • Level of business process performance in relation to IT • Level of system implementation and network troubleshooting 						

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CRITERIA FOR ASSESSMENT <i>cont'd</i>						
<u>Industry/Productivity <i>cont'd</i>:</u> <ul style="list-style-type: none"> • Level of development and delivery of training • Ability to meet deadlines. 						
<u>Service Delivery:</u> <ul style="list-style-type: none"> • Timeliness and quality of service provided • Manner of dealing with colleagues and clients • Client and customer satisfaction based on <i>feedback</i> on service provided. 						
<u>Leadership:</u> <ul style="list-style-type: none"> • Ability to plan, organise and implement work programme/project • Level and quality of guidance and direction provided for work-team • Level of training and development opportunities provided for staff supervised • Contribution to team building • Ability to evaluate and assist in the development of staff • General deportment and personal example demonstrated. 						
<u>Creativity and Innovation:</u> Ability to re-engineer and improve business processes, networks and information systems in conjunction with end-users						

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CRITERIA FOR ASSESSMENT <i>cont'd</i>						
<u>Creativity and Innovation <i>cont'd</i>:</u> <ul style="list-style-type: none"> • Innovative application of IT tools and techniques • Initiative and innovativeness in problem solving. 						
<u>Outreach and University service:</u> <ul style="list-style-type: none"> • Participation in University programmes and activities, e.g. committees • Contribution to the wider community (e.g. through involvement in professional organisations and service groups at the local, regional and international levels) • Involvement in professional consultancies. 						

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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..... **DATE**