

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**

<b>RATING SCALE</b> 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
<b>CRITERIA FOR ASSESSMENT</b>						
<p><b><u>Professional Competence:</u></b></p> <ul style="list-style-type: none"> <li>• Application of the laws of UWI’s participating countries</li> <li>• Knowledge of the University’s organisational structure, systems, policies and procedures</li> <li>• Quality (i.e. comprehensiveness, accuracy and reliability) of advice provided and work produced, e.g., drafting papers</li> <li>• Ability to interpret UWI’s charter, statutes, ordinances and regulations</li> <li>• Membership in professional organisations</li> <li>• Professional growth through continuing education and training</li> <li>• Ability to communicate effectively and present ideas and concepts orally and in writing</li> </ul> <p><b>NB:</b> <i>The position of Administrative Officer (Legal) could be used without the above minimum entry level requirement being applied.</i></p>						
<p><b><u>Industry/Productivity:</u></b></p> <ul style="list-style-type: none"> <li>• Level of achievement of targeted work goals</li> <li>• Quantity and quality of work produced</li> <li>• Ability to meet deadlines</li> </ul>						

<b>RATING SCALE</b> <b>5. Surpasses targets and standards beyond 75% of the time.</b> <b>4. Surpasses targets and standards at least 50% of the time.</b> <b>3. Meets expected targets and standards at least 50% of the time.</b> <b>2. Meets expected targets and standards &lt;50% of the time.</b> <b>1. Fails to meet targets and standards.</b>	5	4	3	2	1	REMARKS
<b>CRITERIA FOR ASSESSMENT <i>cont'd</i></b>						
<u><b>Service Delivery :</b></u> <ul style="list-style-type: none"> <li>• Manner of dealing with colleagues and clients</li> <li>• Quality of service provided</li> </ul>						
<u><b>Leadership:</b></u> <ul style="list-style-type: none"> <li>• Ability to plan, organise and implement work programmes</li> <li>• Contribution to team work</li> <li>• Demonstration of effective interpersonal skills</li> <li>• General deportment and personal example demonstrated</li> <li>• Ability to evaluate and assist in the development of staff</li> </ul>						
<u><b>Creativity and Innovation:</b></u> <ul style="list-style-type: none"> <li>• Innovative approach to problem solving</li> <li>• Creative problem solving</li> <li>• Initiative in offering proposals on the University's position re new areas of the law affecting the University</li> <li>• Initiative in offering proposals and solutions for reducing the potential for legal action against the University</li> <li>• Initiative in proposing changes to the University's existing legal instruments and policies with a view to improving its effectiveness/efficiency of its operations</li> </ul>						

<b>RATING SCALE</b> 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	<b>REMARKS</b>
<b>CRITERIA FOR ASSESSMENT <i>cont'd</i></b>						
<u><b>Outreach and University Service :</b></u> <ul style="list-style-type: none"> <li>• Participation in University's programmes and activities</li> <li>• Relationship with and recognition by the wider professional bodies</li> <li>• Contribution to the wider community (e.g., through involvement in professional and service organisations and at the local, national, regional and international levels)</li> </ul>						

**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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