

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.

AGREED OBJECTIVES

LEVEL OF ACHIEVEMENT

	5	4	3	2	1
(To be set jointly by Supervisor and staff member. Indicate each new objective with a letter of the alphabet).	Fully Achieved	Substantially Achieved	Partially Achieved	Minimally Achieved	Not Achieved

COMMENTS:.....

NOTE: In evaluating the staff member's performance at Section C, please use a rating of 1 to 5, with 5 being the most positive rating and 1 being the least positive.

SECTION C

EVALUATION OF PERFORMANCE

<p>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.</p>	5	4	3	2	1	REMARKS
CRITERIA FOR ASSESSMENT						
<p><u>Professional Competence:</u></p> <ul style="list-style-type: none"> • Knowledge of and effective application of library policies and procedures • Ability to use specialised knowledge effectively • Awareness of current trends and important developments in library and information science and related areas • Comprehensiveness, accuracy, neatness and reliability in performance of duties • Ability to communicate effectively and present ideas and concepts orally and in writing • Professional growth through continuing education and training. 						
<p><u>Industry/Productivity:</u></p> <ul style="list-style-type: none"> • Volume of acceptable work generated in relation to the amount expected relative to the job standards • Preparation of research aids, e.g. guides, pathfinders, brochures, databases bibliographies and manuals • Maintenance of schedule and ability to meet deadlines . 						
<p><u>Service Delivery:</u></p> <ul style="list-style-type: none"> • Quality of service delivered to students, colleagues and other clients • Quality of interactions with students, colleagues and other clients 						

<ul style="list-style-type: none"> Level of client satisfaction is measured by the feedback received on services provided 						
<p>RATING SCALE</p> <p>5. Surpasses targets and standards beyond 75% of the time.</p> <p>4. Surpasses targets and standards at least 50% of the time.</p> <p>3. Meets expected targets and standards at least 50% of the time. 2. Meets expected targets and standards <50% of the time.</p> <p>1. Fails to meet targets and standards.</p>	5	4	3	2	1	REMARKS
<p>CRITERIA FOR ASSESSMENT <i>cont'd</i></p>						
<p><u>Leadership:</u></p> <ul style="list-style-type: none"> Ability to initiate, plan, organise, implement a programme of work Ability to manage a unit, i.e. keep work running smoothly, assign work skilfully, delegate responsibility and guide the work of others Ability to train, develop and motivate staff Ability to evaluate and assist in the development of staff Demonstration of effective interpersonal skills Contribution to team building Leadership by example. 						
<p><u>Creativity and Innovation:</u></p> <ul style="list-style-type: none"> Demonstrated ability to analyse problems and propose innovative solutions Level of initiative and resourcefulness demonstrated, as evidenced by such activities as developing resources or solving bibliographic or administrative problems Evidence of scholarly work completed or in progress (e.g. books, articles, reviews, bibliographies, indexes, research studies, reports) Presentation of scholarly papers to professional, educational or other organisations. 						

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 <i>cont'd</i>						
<u><i>Outreach and University service:</i></u> <ul style="list-style-type: none"> • Membership on University Committees • Contribution to the wider community through participation in national, regional or international organisations relating to both professional and other concerns • Planning and implementing programmes or workshops relating to the library profession • 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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EMPLOYEE’S SIGNATURE

..... DATE.....

SECTION G

**SUMMARY STATEMENT OF THE STAFF MEMBER’S
PERFORMANCE FOR THE PERIOD TO.....**

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EMPLOYER’S SIGNATURE

..... DATE

EMPLOYEE’S SIGNATURE

..... DATE