

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:

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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

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						
<u>Professional Competence:</u> <ul style="list-style-type: none"> • Level of medical/psychological knowledge and/or requisite expertise associated with the profession • Awareness and application of current developments in the relevant discipline/profession • Effectiveness and efficiency in utilising available resources • Membership in professional organisations • Professional growth through continuing education and training • Ability to communicate effectively and present ideas and concepts orally and in writing 						
<u>Industry/Productivity:</u> <ul style="list-style-type: none"> • Actual patient/client contact hours • Production of timely and relevant reports • Level of research activities and publications 						
<u>Service Delivery :</u> <ul style="list-style-type: none"> • Quality of patient/client care • Quality of relationships with clients and colleagues • General department 						

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>Leadership:</u> <ul style="list-style-type: none"> • Ability to plan, organise and implement work programmes • Organisation of clinics • Contribution to team building and staff motivation • Image 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"> • Introduction of new and more effective/efficient clinic procedures • Initiative in responding to crises and in proposing solutions towards improved physical and mental well-being of the University community • Evidence of scholarly work completed or in progress (e.g., books, articles, research studies, reports) 						
<u>Outreach and University Service :</u> <ul style="list-style-type: none"> • Contribution to the wider community through participation in local, regional or international organisations relating to both professional and other concerns • Planning and implementing programmes or workshops relating to the Profession • Level of participation, presentation of papers or panel membership at professional conferences 						

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)

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|----|-------------------------------------|--------------------------|
| a. | Renewal of contract on tenure | <input type="checkbox"/> |
| b. | Renewal of contract for three years | <input type="checkbox"/> |
| c. | Renewal of contract for two years | <input type="checkbox"/> |
| d. | Renewal of contract for one year | <input type="checkbox"/> |
| e. | Termination of contract | <input type="checkbox"/> |
| f. | Award of special increment (s) | <input type="checkbox"/> |
| g. | Promotion to higher grade | <input type="checkbox"/> |

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**