

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						
<p><u>Professional Competence:</u></p> <ul style="list-style-type: none"> • Knowledge of the University’s policies and procedures • Ability to collect and analyse data • Ability to organise and co-ordinate complex projects • Quality (i.e. comprehensiveness, accuracy and reliability) of work produced • Level of efficiency in utilising the University’s resources • Membership in professional organisations • 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"> • Level of achievement of work targets • Ability to meet deadlines • Quantity of work produced (e.g. proposals, project documents, reports produced) 						
<p><u>Service Delivery:</u></p> <ul style="list-style-type: none"> • Quality of interaction between colleagues, clients and students 						

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>Service Delivery (<i>cont'd</i>):</u> <ul style="list-style-type: none"> • Level of client satisfaction as measured by feedback received 						
<u>Leadership:</u> <ul style="list-style-type: none"> • Ability to plan, organise and implement work programme • Level of team work generated where applicable • General deportment and personal example demonstrated • Ability to evaluate and assist in the development of staff. 						
<u>Creativity and Innovation:</u> <ul style="list-style-type: none"> • Ability to introduce more efficient procedures • Ability to adapt and manipulate new systems and programmes • Ability to achieve cost effectiveness without compromising quality through the use of creative/innovative applications 						
<u>Outreach and University service:</u> <ul style="list-style-type: none"> • Involvement in international conferences and professional organisations • Contribution to the wider community e.g. through participation in other service organisations. 						

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**