

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 or and effective application of archives and records management policies and procedures • Ability to use specialised knowledge effectively • Knowledge of University archival and records holdings • Knowledge of requisite records and information management technology and technology developments • Awareness of current trends and important developments in records and information management and related areas • Knowledge of University organisational structure, policies, procedures, systems, processes and key external liaisons • Quality of work produced • Ability to communicate effectively and present facts and ideas both orally and in writing • Professional growth through continuing education and training • Membership in professional organisations 						
<p><u>Industry/Productivity:</u></p> <ul style="list-style-type: none"> • Level of achievement of targeted work goals 						

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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"> • Quantity of work produced in relation to expectations and generally accepted standards • Ability to meet deadlines • Ability to organise complex work projects 						
<u>Service Delivery:</u> <ul style="list-style-type: none"> • Timeliness and quality of service provided to members of the public, students, and colleagues • Manner in dealing with members of the public, students and colleagues • Feedback received on services provided (complaints, commendations, etc.) 						
<u>Leadership:</u> <ul style="list-style-type: none"> • Ability to initiate, plan, organize and implement a programme of work • Ability to manage a unit (e.g. keep work running smoothly, assign work skillfully, delegate responsibility and guide the work of others) • Ability to train and develop staff • Demonstration of effective interpersonal skills • Contribution to team building • General deportment and personal example demonstrated • Ability to evaluate and assess in the development of staff 						

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CRITERIA FOR ASSESSMENT <i>cont'd</i>						
<u>Creativity and Innovation:</u> <ul style="list-style-type: none"> • Demonstrated ability to analyse problems and propose innovative solutions • Ability to assist in the re-engineering of business processes (e.g. by suggesting new process designs, developing implementation plans and supporting business units in the achievement of implementation objectives through training, writing new policies and procedures and the like) • Innovative and spontaneous problem-solving • Evidence of scholarly work completed or in progress (e.g. books, articles, reviews, research studies, reports, training material and the like) • Presentation of scholarly papers to professional, education or other organizations • Evidence of initiative and resourcefulness 						
<u>Outreach and University service:</u> <ul style="list-style-type: none"> • Contribution to the education and training of other records and information management professionals in the wider community • Contribution to the wider community through participation in national, regional and international organisations relating to both professional and other concerns • 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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EMPLOYER'S SIGNATURE

..... **DATE**

EMPLOYEE'S SIGNATURE

..... **DATE**