

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 of the University’s organisational structure, systems, policies, procedures and key external liaisons • Knowledge and effective application of management policies and procedures relevant to functional areas • Core knowledge in the specialised/functional area, and awareness of current trends and important developments in the area • Knowledge of the University’s software applications appropriate to the functional area(s) • Ability to communicate effectively and present ideas and concepts orally and in writing • Quality (i.e. comprehensiveness, accuracy, reliability) of work produced • Membership in professional organisations • Professional growth through continuing education and training 						
<p><u>Industry/Productivity:</u></p> <ul style="list-style-type: none"> • Level of achievement of targeted work goals. • Quantity of work produced in relation to expectations and generally accepted standards 						

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CRITERIA FOR ASSESSMENT <i>cont'd</i>						
<u>Industry/Productivity cont'd:</u> <ul style="list-style-type: none"> • Ability to meet deadlines • Ability to organise and implement complex work projects 						
<u>Service Delivery:</u> <ul style="list-style-type: none"> • Quality and timeliness of service delivered to students, colleagues and other clients • Quality of interaction with students, colleagues and other clients • Level of client satisfaction as measured by feedback received (e.g. complaints, commendations) 						
<u>Leadership:</u> <ul style="list-style-type: none"> • Ability to plan, organise and implement work programme • Demonstration of effective interpersonal skills • General deportment and personal example demonstrated • Level and quality of guidance and direction provided to work teams • Ability to delegate authority effectively • Ability to evaluate and assist in the development of staff • Contribution to team building 						

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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 re-engineer work processes i.e. to initiate and implement new and improved work processes; and to achieve increased cost-effectiveness • Ability to analyse problems and propose innovative solutions • Evidence of initiative and resourcefulness • Contribution to knowledge base in functional area via publications/presentations to professional or other relevant bodies 						
<u>Outreach and University service:</u> <ul style="list-style-type: none"> • Evidence of contribution to student welfare and development • Participation in other university activities • Contribution to the wider community e.g. through involvement in service and other organisations at the local, regional or international level 						

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**