

THE UNIVERSITY OF THE WEST INDIES

ASSESSMENT FOR
SENIOR ADMINISTRATIVE STAFF AND PROFESSIONAL STAFF CATEGORIES
QUESTIONNAIRE TO BE COMPLETED BY THE MEMBER OF STAFF

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

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

COMMENTS:.....

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SECTION C (Items 1 to 6 relate to the last year's performance)

To be completed at end of review period

1. Duties and Responsibilities

(a) State specific duties and responsibilities during the year under review (Use additional sheet if necessary).

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(b) State significant ad hoc assignments during the year under review.

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(c) Identify any major assignments for which you were wholly or largely responsible.

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2. In what area of work did you perform best? Give reasons.

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3. In which areas of work were you uncomfortable? Give reasons.

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4. Identify conditions, if any, which in your opinion prevented you from performing your duties as you would have liked

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5. If you have proposed formally to your Head/Supervisor any changes for improvement in procedures/systems related to your work or to the University as a whole please give a brief account of these.

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6. State your contributions:

(a) To University life

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(b) To Public life

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7. What career path do you envisage for yourself and what training to you need for it?

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8. Please state any additional comments or information you wish to communicate.

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Signature

Date