#### 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	DOCUTION
POSITION	POSITION
DATE ASSUMED POSITION	DATE
CONTROL CONTRACTOR	
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.

To be set jointly by Supervisor and staff member. Indicate each new objective with a enter of the alphabet).    Partially Achieved   Pa						
To be set jointly by Supervisor and-staff member. Indicate each new objective with a etter of the alphabet).  Supering a		5	4	3	2	
	To be set jointly by Supervisor and-staff member. Indicate each new objective with a etter of the alphabet).	Fully Achieved	Substantially Achieved	Partially Achieved	Minimally Achieved	NT - 4 - 1 - 1
		-				
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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.

## **EVALUATION OF PERFORMANCE**

- TO 4.1	PING COALE	1	1	1	1	1	
	TING SCALE surpasses targets and standards beyond 75% of the						
tim	- •						
	urpasses targets and standards at least 50% of the						
tim	- •						
	feets expected targets and standards at least 50% of	5	4	3	2	1	REMARKS
	time.		•		_	1	
	feets expected targets and standards <50% of the						
tim	- •						
1. F	ails to meet targets and standards.						
	ITERIA FOR ASSESSMENT						
Pro	ofessional Competence:						
•	Knowledge of the University's organisational						
	structure, systems, policies, procedures and						
	key external liaisons						
	KCy CAUTHAI HAISOHS						
	Knowledge and affective application of						
•	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						
	Table of the family						
Ind	lustry/Productivity:						
_	Tarrel of a third and a first the state of t						
•	Level of achievement of targeted work goals.						
•	Quantity of work produced in relation to						
	expectations and generally accepted standards						

RA	ΓING SCALE						
5. S	surpasses targets and standards beyond 75% of the						
tim	е.						
4. S	urpasses targets and standards at least 50% of the						
tim	е.						
3. M	feets expected targets and standards at least 50% of	5	4	3	2	1	REMARKS
the	time.						
2. N	feets expected targets and standards <50% of the						
tim							
1. F	ails to meet targets and standards.						
CR	ITERIA FOR ASSESSMENT cont'd						
Ind	dustry/Productivity cont'd:						
•	Ability to meet deadlines						
•	Ability to organise and implement complex work projects						
Ser	vice Delivery:						
	Quality and timeliness of semiles delices de						
•	Quality and timeliness of service delivered to students, colleagues and other clients						
	One literated in the most in a most in the day of						
•	Quality of interaction with students, colleagues and other clients						
•	Level of client satisfaction as measured by						
	feedback received (e.g. complaints,						
	commendations)						
	commendations)						
Lea	udership:						
	Ability to alon opening and involved a						
•	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						

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.  CRITERIA FOR ASSESSMENT cont'd	5	4	3	2	1	REMARKS
<ul> <li>Creativity and Innovation:</li> <li>Demonstrated ability to re-engineer work processes i.e. to initiate and implement new and improved work processes; and to achieve increased cost-effectiveness</li> <li>Ability to analyse problems and propose innovative solutions</li> <li>Evidence of initiative and resourcefulness</li> <li>Contribution to knowledge base in functional area via publications/presentations to professional or other relevant bodies</li> </ul>						
<ul> <li>Outreach and University service:</li> <li>Evidence of contribution to student welfare and development</li> <li>Participation in other university activities</li> <li>Contribution to the wider community e.g. through involvement in service and other organisations at the local, regional or international level</li> </ul>						

## **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.

SEC'	TION 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	
<u>TRA</u>	AINING RECOMMENDATIONS (where applicable)	
SEC'	TION E Cont'd	
<u>FUR</u>	THER COMMENTS/RECOMMENDATIONS BY ASSESSOR	

SIGNATURE OF ASSESSOR DATE	E
SECTION F	
EMPLOYEE'S COMMENTS	
EMPLOYEE'S SIGNATURE	
SECTION G  SUMMARY STATEMENT OF THE STAFF MEMI PERFORMANCE FOR THE PERIOD TO	BER'S

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EMPLOYER'S	<u>SIGNATURE</u>		
		<b>DATE</b>	
EMPLOYEE'S	SIGNATURE		
		DATE	