

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**

<b>RATING SCALE</b> 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	<b>REMARKS</b>
<b>CRITERIA FOR ASSESSMENT</b>						
<u><b>Professional Competence:</b></u> <ul style="list-style-type: none"> <li>• Level of medical/psychological knowledge and/or requisite expertise associated with the profession</li> <li>• Awareness and application of current developments in the relevant discipline/profession</li> <li>• Effectiveness and efficiency in utilising available resources</li> <li>• Membership in professional organisations</li> <li>• Professional growth through continuing education and training</li> <li>• Ability to communicate effectively and present ideas and concepts orally and in writing</li> </ul>						
<u><b>Industry/Productivity:</b></u> <ul style="list-style-type: none"> <li>• Actual patient/client contact hours</li> <li>• Production of timely and relevant reports</li> <li>• Level of research activities and publications</li> </ul>						
<u><b>Service Delivery :</b></u> <ul style="list-style-type: none"> <li>• Quality of patient/client care</li> <li>• Quality of relationships with clients and colleagues</li> <li>• General department</li> </ul>						

<b>RATING SCALE</b> 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
<b>CRITERIA FOR ASSESSMENT <i>cont'd</i></b>						
<u><b>Leadership:</b></u> <ul style="list-style-type: none"> <li>• Ability to plan, organise and implement work programmes</li> <li>• Organisation of clinics</li> <li>• Contribution to team building and staff motivation</li> <li>• Image and personal example provided</li> <li>• Ability to evaluate and assist in the development of staff</li> </ul>						
<u><b>Creativity and Innovation:</b></u> <ul style="list-style-type: none"> <li>• Introduction of new and more effective/efficient clinic procedures</li> <li>• Initiative in responding to crises and in proposing solutions towards improved physical and mental well-being of the University community</li> <li>• Evidence of scholarly work completed or in progress (e.g., books, articles, research studies, reports)</li> </ul>						
<u><b>Outreach and University Service :</b></u> <ul style="list-style-type: none"> <li>• Contribution to the wider community through participation in local, regional or international organisations relating to both professional and other concerns</li> <li>• Planning and implementing programmes or workshops relating to the Profession</li> <li>• Level of participation, presentation of papers or panel membership at professional conferences</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.

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**SECTION E**

**RECOMMENDATION (where applicable)**

- |    |                                     |                          |
|----|-------------------------------------|--------------------------|
| 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** .....