

## **RISEBA University of Business, Arts and Technology**

### **Procedures for Evaluating the Work of Administrative Staff Members**

*Developed in accordance with the RISEBA Work performance management system and Competence model.*

1. The RISEBA Structural Unit Head (hereinafter - the Head) sends out a *Questionnaire for Evaluation of Work Results and Development Planning VV021* (hereinafter - the questionnaire form) and the competence model electronically to her structural unit's employees (hereinafter - employees), sets a discussion date and invites them to the discussion.
2. The employee fills in the questionnaire form and sends it electronically to the Head no later than 3 business days before the date set for discussions.
3. The Head, preparing for the discussion, fills in the questionnaire form regarding the specific employee, as well as studies the questionnaire form submitted by the employee.
4. The Head and the employee jointly hold a discussion. During the discussion, both parties discuss the assessment of the fulfilment of the goals and assignments set the previous year, and agree on future objectives and career development.
5. After the discussions, the employee signs the revisions in the questionnaire and sends it to the Head electronically. The Head reviews the received questionnaire form, prints it out in two copies, signs it and asks the employee to sign it. The Head returns one signed copy of the questionnaire to the employee and submits a second copy of the questionnaire to – the Human Resources Department, and keeps a scanned version of the signed questionnaire form for safekeeping.
6. The Head prepares a summary of the goals of structural unit employees and prepares a presentation on her structural unit's goals for the next reporting period.
7. The Rector invites heads of structural units to present the goals of their structural units during meetings.
8. Based on the goals for the structural units set by their heads, the Rector prepares a summary of the goals and informs the university's staff members about them at the annual joint meeting.
9. The Rector's Office ensures that the university's goals are publicly available to academic staff members by the next evaluation period.

Prepared by:  
Head of Quality Assurance

S. Dobrowojska

