

Biznesa, mākslas un tehnoloģiju augstskola “RISEBA”
Procedures for Evaluating the Work of Administrative Staff Members
PR0036-03

Developed in accordance with the RISEBA Work Performance Management System and Competence Model.

1. The Head of the RISEBA Structural Unit (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 his/her structural unit’s employees (hereinafter — ‘employees’), set a discussion date and invites them to the discussion.
2. An employee fills in the questionnaire form, providing proposals regarding assignments for the respective year and his/her development plan, and sends it to the Head no later than 3 business days before the set discussion date.
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 the discussion. During the discussion, both parties discuss the assessment of the fulfilment of the goals and assignments set for the previous year, as well as agree on objectives for the upcoming year and determine development needs and growth possibilities.
5. After the discussion, the employee enters adjustments into the questionnaire form and sends it to the Head electronically. The Head reviews the received questionnaire form, signs it and asks the employee to sign it. The Head returns one counterpart of the questionnaire form to the employee, submits the other counterpart of the questionnaire form to the Head of Human Resources, and keeps an electronic version or copy of the questionnaire form for safekeeping.
6. The Head prepares a summary of the goals of the structural unit’s employees and prepares his/her vision regarding his/her structural unit’s goals for the next reporting period.
7. Based on the goals of structural units set by the Heads, the Vice-Rector for Academic Affairs, the Director of Finance, the Vice-Rector for Development, the Director of Administration and heads of structural units subordinate to the Rector summarise the goals and inform the staff members of the University thereof at an annual general meeting.

Prepared by:
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