

UNYT ADMINISTRATIVE STAFF PERFORMANCE EVALUATION FORM

Evaluation Date		Evaluator I. Supervisor	
Position			
Dear Evaluator;			
This measurement tool evaluates the performance of university employees who work in administrative positions. This fourpart questionnaire aims to reveal the performance of the relevant university employees within the Institution. The collected data will be kept confidential within the institution and used only for developmental purposes. The sincere answers you will give to the survey questions are important for improving employee quality with in-service training.			
COMPETENCY BASED EVALUATION (%60)		Absolute V.Agree 5	Absolute Disagree 1
A- Vision and Mision		25	
1-Behaves under the image and values of the university inside and outside of the Institution		3	
2-He/She becomes a role model to subordinates and colleagues in the duties h/she undertakes inside and outside the		5	
Average		4,0	
B-Professional Competence		25	
1-Business planning and follow-up (The ability to plan unit's work, follow ups process and gets results)		0	
2-Tries to solve the problems he/she encounters quickly and accurately.		0	
3-Develops ideas about his/her task and s/he courage subordinates for their creativity and contribution to their task.		0	
4-Obeys the rules in official and semi-official correspondence within and outside the institution.		0	
5-Helps his/her employees to plan their career according to their competencies.		0	
6-Gives importance to coordination between units.		0	
Average		0,0	
C-Behavioral Competence		25	
1-Successfully organizes the given task and follows its results.		0	
2-He/She is successful in in-service trainings and organizations where he/she is assigned.		0	
3-Follows up developments related to the work he/she does, and offers suggestions to his/her supervisor regarding the functioning of the works.		0	
4-Works in cooperation and solidarity with his/her colleagues. Shares relevant information about the job.		0	
5-Fulfills his/her tasks by taking into account the expectations of the administration and other stakeholders.		0	
6-Creates a suitable interaction environment for the other person to express himself / herself and puts himself in his / her position while listening to the addressee.		0	
7-With his/her appearance, attitude and behavior; represents the university properly.		0	
8-Works to increase the corporate belonging of the employees in the unit.		0	
Average		0,0	
D-Individual Competence		25	
1-When necessary, it makes decisions about the issues that concern him/her and takes initiative.		0	
2-Conducts and completes his/her work in order of importance and urgency.		0	
3-Contributes to the motivation of himself/herself and his/her colleagues with his/her behavior.		0	
4-Distributes fair work among employees and gives equal responsibility to the job.		0	
Average		0,0	
Weighted score		1	
TARGET-BASED EVALUATION (%40)			
1. Goal/Target:		0	50
2. Goal/Target:		0	30
3. Goal/Target:		0	20
Weighted score		0	
Overall rating		0,60	

Formda sadece yeşil renli alanlar doldurulacaktır. Otomatik hesaplama aşağıdaki gibi gerçekleşir

3
Sonraki aşamada bu yetkinlik alt gruplarının belirlenen ağırlıkları üzerinden yetkinlik grubunun ağırlıklandırılmış ortalama değerine ulaşılır.

1
Formda üç ana kısım bulunmaktadır.

2
Yetkinlikler grubunda alt yetkinlikler ve bunlara ilişkin kriterler yer almaktadır. Her bir kriter öncelikle 1 den 5 e kadar puanlandırılır. Sonra gruba ilişkin basit ortalama hesap edilir. Böylece yetkinliklerin alt grup bazında puanlarına ulaşılır.

4
Aynı şekilde performans hedefleri puanları belirlenmiş ağırlıkları üzerinden ağırlıklandırılmış ortalama değeri hesap edilir.

5
Genel değerlendirme kısmında yetkinlikler ve performans hedefleri gruplarının belirlenmiş ağırlıkları üzerinden genel puana ulaşılır.

6
Her iki yöneticinin değerleme sonuçlarının ortalaması performans notu olarak belirlenir.