

## QUESTIONNAIRE ON THE PERFORMANCE EVALUATION PROCESS

*This questionnaire is designed to elicit important feedback from the staff on the performance evaluation process and how it has worked over the past four years. The first page is to be completed by all staff; the second page is to be filled out by supervisors only. Please take a few minutes to complete the questionnaire so that we can all benefit from the results of this survey. You may submit more detailed answers to the questions on a separate sheet of paper.*

1. **How long have you been an OAS staff member?**  
? Less than 2 years      ? 2-4 years      ? 5-10 years      ? More than 10 years
  
2. **What category of staff are you?**  
? General Services      ? Professional
  
3. **Have you read Administrative Memorandum No. 92, "Guidelines on Conducting Performance Evaluations"?**  
? Yes    ? No
  
4. **Before the performance evaluation began, how often did you meet with your supervisor to discuss your performance and other work-related issues?**  
? Never      ? When a problem arose      ? 2-3 times per year      ? More than 4 times per year
  
5. **Have you been participating in the performance evaluation process since its inception in 1999?**  
? Yes    ? No    If you answered "No," please explain (for example: new employee, change job, etc).

---

---

6. **How many of the following meetings have you participated in?**

		<u>1999/2000</u>	<u>2000/2001</u>	<u>2001/2002</u>	<u>2002/2003</u>
Goal-setting meetings	? None	? 1	? 2	? 3	? 4
Mid-point meetings	? None	? 1	? 2	? 3	? 4
Final evaluation meetings	? None	? 1	? 2	? 3	? 4

If you answered "None" for any of the meetings, please explain.

---

---

7. **Do you participate in setting your own goals?**  
? Yes, I set my own goals.      ? No, my supervisor sets my goals.  
? Combination: my supervisor and I collaborate in setting my goals.
  
8. **Are you able to see a link between your goals and the mission of your area? Please explain**  
? Yes      ? No

---

---

9. **Do you know what the standards are for good performance in your position?**  
? Yes    ? No    If you answered "No," please explain.

---

---

10. **Do you receive periodic feedback on your performance throughout the year (in between annual review meetings)?**  
? Never      ? When a problem arose      ? 2-3 times per year      ? More than 4 times per year

11. **Do you think the evaluation process is effective? What benefits have you received from participating in the performance evaluation process?**

---

---

12. **Do you think the evaluation process is fair and objective ?**

---

---

13. **In your opinion, how much value do supervisors see in the evaluation process?**

---

---

14. **To what extent do you think the performance evaluation process has improved your actual performance? Please explain**

? Significantly    ? Somewhat    ? A little    ? Not really at all

---

---

15. **What changes would you like to see in the performance evaluation process? Explain any tool/resources that would help you maximize the effectiveness of the process.**

---

---

16. **Any other comments/suggestions?**

---

---

**FOR SUPERVISORS ONLY**

17. **Have you attended the performance evaluation training designed especially for supervisors?**  
? Yes ? No
18. **How much time do you spend beforehand preparing for the meetings with your staff?**  
? Less than 30 minutes ? 30-60 minutes ? More than 1 hour
19. **Before the performance evaluation process began, how frequently did you meet with your staff to discuss their work and performance issues?**  
? Weekly ? Monthly ? Twice per year ? Once per year ? Never
20. **How often have you met with your staff since the performance evaluation process began in 1999 to discuss performance and work-related issues?**  
? Twice per year ? Once per year ? Not at all
21. **Where do you conduct your performance evaluation meetings?**  
? From behind my desk ? At a table in my office ? In a conference room ? Other location
22. **How long do the meetings last?**  
? Less than 30 minutes ? 30-60 minutes ? More than 1 hour
23. **What difficulties, if any, have you experienced with the following performance evaluation meetings?**  
Goal-setting meeting \_\_\_\_\_  
Mid-point meeting \_\_\_\_\_  
Final evaluation meeting \_\_\_\_\_
24. **Do you invite your staff to participate in setting their goals?**  
? Yes, I invite my staff to set their own goals.  
? No, I set my staff's goals myself.  
? Combination: My staff and I collaborate in setting their goals.
25. **Have you ever had a reason to change your evaluation of a staff member? If you answered "Yes", please explain**  
? No ? Yes  
\_\_\_\_\_  
\_\_\_\_\_
26. **What benefits have you received from conducting the performance evaluation meetings? How important is this tool for managing and developing your staff?**  
\_\_\_\_\_  
\_\_\_\_\_
27. **What are some of the difficulties you have encountered with the performance evaluation process?**  
\_\_\_\_\_  
\_\_\_\_\_

**28. How often do you receive feedback on your own performance? Please explain**  
? Never                    ? At the evaluation meetings                    ? Whenever the need arises

---

---

**29. Have you ever had any supervisory or management training? Please explain**

? None                    

---

? Academic Program                    

---

? Other                    

---

**30. Any other comments/suggestions?**

---

---