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QAU
Quality Assurance Unit



standards and mechanisms for appraisal of the administrative staff

faculty of Nursing
Assiut University

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STANDARDS FOR EVALUATING THE PERFORMANCE OF MEMBERS OF THE ADMINISTRATIVE STAFF

1. In terms of personal qualities:

- ⊗ Commitment to working hours.
- ⊗ Ability to debate and present opinions.
- ⊗ Well behaved.
- ⊗ Ability to take responsibility and make decisions.
- ⊗ Accept directives from superiors and are willing to implement them.
- ⊗ Self-positive and good-looking at work.

2. Relationships with others:

- ⊗ Good relations with co-workers and superiors.
- ⊗ Working in a team spirit and cooperating with colleagues to get the job done properly.
- ⊗ Able to work in groups in an organized manner.

3. In terms of job performance:

- ⊗ The ability to make the right decision.
- ⊗ Ability to follow up.
- ⊗ Skill in coordinating work.
- ⊗ Ability to improve performance.
- ⊗ Maintain working hours.
- ⊗ Knowledge of work systems and procedures.
- ⊗ Knowledge of job objectives and tasks.
- ⊗ Skills to deal with work pressure.
- ⊗ Skill in preparing reports.

- ⊗ Contribute to presenting ideas and proposals

4. Communication skills and performance improvement:

- ⊗ Flexibility in dealing and responding appropriately with others.
- ⊗ Participation in training courses.
- ⊗ Participate in the activities of the Quality Assurance Unit.
- ⊗ The ability to manage crises and solve problems.
- ⊗ Familiarity with computer skills.
- ⊗ The ability to develop and innovate.

MECHANISMS FOR EVALUATING THE ADMINISTRATIVE APPARATUS

1. By means of questionnaires:

- ⊗ Student evaluation of the administrative staff (a questionnaire was conducted to survey students' opinions about the administrative staff).
- ⊗ Evaluation of the faculty members of the administrative staff (a questionnaire to

survey the opinions of faculty members

about the administrative staff).

⊖ Evaluation of employees for the performance of administrative leaders (a questionnaire to evaluate the performance of employees by department managers).

⊖ Evaluation of department managers the performance of employees (work of a questionnaire to evaluate the performance of administrative leaders by employees).

2. The annual report by department managers.

3. Activating the role of the internal audit and continuous evaluation committee by following up the performance of employees and writing a report about their follow-up work.

4. Prepare a semi-annual report by department managers that includes the following points (department achievements - strength points - points that need improvement) and send it to the quality unit.

5. Establishing a fund to receive complaints for college employees.

6. Preparing a mechanism for receiving complaints.

7. Formulating mechanisms for accountability and accountability for workers.

8. Periodic interviews and meetings, performance appraisal and satisfaction measurement.