



# standards and mechanisms for appraisal of the administrative staff

faculty of  
Nursing

## 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 in the administrative staff).
- ⊗ Evaluation of the faculty members of the administrative staff (a questionnaire to

**7. Formulating mechanisms for accountability and accountability for workers.**

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

**survey the opinions of faculty members in the administrative staff).**

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

**⌘ Evaluation of department managers for the performance of employees (work of a**

**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.**

**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 on their follow-up work.**