



Kay Hemsall  
Manager Organisational Development

## Questionnaire

Questionnaire Header Information	
Questionnaire No:	21
Questionnaire ID:	360 Deg
Description:	15.10b 360 Degree Feedback - Senior Staff
Status:	Final

### Preamble

The feedback resulting from this process will inform the Performance Review discussion that takes place between the senior staff member and their supervisor. Assessor confidentiality will be maintained throughout the process. It is recognised that your experience and knowledge of the assessee's performance may be limited in scope. Therefore, you are only required to comment on the criteria (from the list below) that you have sufficient knowledge about to make a meaningful and informed response. For the purposes of this process, the assessor is the person providing the assessment and the assessee is the senior staff member being assessed. Should you have any questions regarding the 360 Degree Review Process, please contact Kay Hemsall, Manager Organisational Development on 02 6773 2541 or via email [kay.hemsall@une.edu.au](mailto:kay.hemsall@une.edu.au).

*Note: Questions marked as (Required) must be completed before submitting.*

### Overview of Achievements

**1. Please comment on the outcomes and achievements of the senior staff member during the past twelve months. Comment on how they are fulfilling the objectives of their position. Where applicable, identify factors that may have hindered or prevented the achievement of desired outcomes.**

### Assessment of Achievements

Please comment where your knowledge of the senior staff member permits on the following performance criteria. In the Rating column please use the following scale:

- 1 = very poor performance
- 2 = below average performance
- 3 = average benchmark performance expected for this position
- 4 = above average performance expected for this position
- 5 = superior performance in this position

**1. Leadership - comment on: the senior staff member's ability to provide effective and visible leadership within their area of responsibility and University-wide.**

1. very poor  2. below average  3. average  4. above average  5. superior

**2. Leadership - Please provide additional comments:**

**3. Analysis and Judgement - comment on the senior staff member's analytical skills and ability to apply sound judgement across the full range of their responsibilities.**

1. very poor  2. below average  3. average  4. above average  5. superior

**4. Analysis and Judgement - Please provide additional comments:**

**5. Effective Communication and Interpersonal Skills - comment on the senior staff member's ability to communicate their vision, plans and strategic directions to all levels of staff, to their peers and externally.**

1. very poor  2. below average  3. average  4. above average  5. superior

**6. Effective Communication and Interpersonal Skills - Please provide additional comments:**

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**7. Management of Financial and Physical Resources - comment on the senior staff member's stewardship and effectiveness in the management of resources to achieve the University's strategic outcomes.**

1. very poor  2. below average  3. average  4. above average  5. superior

**8. Management of Financial and Physical Resources - Please provide additional comments:**

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**9. Planning Skills - comment on the senior staff member's ability: a. to align the strategic plans of their areas of responsibility to those of the University, and b. to enable their staff to achieve operational outcomes.**

1. very poor  2. below average  3. average  4. above average  5. superior

**10. Planning Skills - Please provide additional comments:**

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**11. Self-Management - comment on the senior staff member's ability to perform the required tasks and to play an active and visible role in the University and wider community at the same time.**

1. very poor  2. below average  3. average  4. above average  5. superior

**12. Self-Management - Please provide additional comments:**

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**13. Any final comments not covered above?**

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