

# Regulations for Determining assessments

**TU/e**

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# Regulations for Determining Assessments

## Article 1

In the regulations the following are taken to mean:

- a. Employee: the employee as referred to in the cao NU;
- b. Competent authority: The Executive Board;
- c. Assessment authority: The official as designated by the competent authority;
- d. Job performance: All the performed work and behavior of the employee in carrying out his job;
- e. Job component: Compilation of work activities that by nature and/or orientation form a distinctive element in the job;
- f. General perspective: Aspect of work behavior, essential to assessing job performance and applicable to multiple jobs;
- g. Assessment: Judgment about job performance of the employee pursuant to the regulations of this resolution;
- h. Assessor: Official designated by the assessment authority to make the assessment.

## Article 2

1. An assessment will cover a period of at least 6 months and no more than 2 years.
2. The assessment period will not cover a period for which an assessment has already been made.

## Article 3

1. Designation as assessor is based on (co-)responsibility for the performance of the employee to be assessed.
2. Generally speaking, more than one assessor is designated. In any case, the direct, hierarchical head of the respective civil servant will be designated as such.
3. The competent authority or the assessment authority may decide that specific officials may act as informer or advisor to the assessors.
4. The assessment authority will decide whether specific officials may be designated as advisor or informant in the matter of the employee to be assessed.

## Article 4

The competent authority decides the type of list by which the assessment is determined.

## Article 5

1. An assessment is made in relation to job components and/or general perspectives.
2. The assessment is made pursuant to the work, and related requirements, assigned by the competent authority. Any requirements of which the employee is not or cannot be expected to be cognizant are excluded from this.
3. In the event that the work actually performed deviates from that stipulated in clause 2, this will be stated on the assessment list.

## Article 6

1. The assessment authority will be notified as quickly as possible after the assessment has been made.
2. The assessment authority will examine whether it can reconcile itself with the assessment on the basis of its own knowledge. It may amend the assessment after consultation with the assessor(s).
3. After consultation with the assessor(s), the assessment authority will decide on those points where agreement has not been reached.
4. The assessment will be discussed with the employee as quickly as possible after this has been received from the assessment authority. The assessment authority may decide to allow others in addition to the assessor(s) to participate in this interview.
5. A summary of the assessment interview will be recorded on the assessment list.

## Article 7

1. Within 2 weeks of the assessment interview, the employee may submit to the assessment authority objections to the assessment in writing. The assessment authority may extend the stipulated period.
2. The assessment authority makes the assessment on behalf of the competent authority in the event that the employee has submitted no objections within the period stipulated in the first clause.
3. The employee that has submitted objections will be given the opportunity to clarify these verbally to the assessment authority which may decide that others are present at this interview.
4. The assessment authority makes the assessment on behalf of the competent authority.
5. In making the assessment, the assessment authority informs the employee in writing whether it has made amendments to the assessment and, if so, which ones, as well as stating the reasons where relevant why it has not, or not fully, given in to the objections.

The effective date of this regulation is 1 January 2020.

Introduction in accordance with IGO consultation dated 10 February 2020 under repeal of the regulations for Determining Assessments TU/e as adopted by the Executive Board dated 1 November 1994 and updated as on November 1, 2021.

*A dispute can be submitted insofar as it relates to staff appraisal. Click [here](#) for more information.*

# Notes

## General

This regulation is intended to indicate the general framework within which making and adopting assessments must take place and, as such, is limited to these general aspects.

## Article 1

The term "job performance" (under d) refers to achievements and behaviors whereby these cannot be seen as separate from all kinds of circumstances: one does not work in a "vacuum". Those circumstances will tend to be of no or only little influence on the quality of the performance but whenever this is the case, then of course this must be notified in relation to the assessment of the performance in itself.

The term "general perspective" (point f) corresponds with that which is understood in the Assessment regulations for civilian government personnel 1972. Other than in the aforementioned regulation, the general perspectives do not need to be determined now although one can assume that these perspectives (knowledge, autonomy, power of expression and contact), whereby experience has been gained from the regulation of 1972, comply with a high level of requirements. For practicable application, they appear to have a nearly universal value, that is, they can be used for almost every job in a wide range of organizational structures. Subsequently, the unambiguous meaning will be stipulated for each perspective that contributes to determining the assessment of the same aspect of work behavior not addressed for different perspectives, something that would often be unjust.

## Article 2

The intention of (the first clause of) this article is to indicate that an assessment period must cover a period of at least 6 months and may extend for a period of no more than 2 years. This is based on the experience that for a properly considered and realistic judgment, the assessment period must not be too short otherwise an incomplete picture will emerge in which incidental events could take on an excessive role. On the other hand, the period should not be too long since this could distort the picture. Neither is the intention of this article (clause) to suggest that an assessment should be made following every maximum period of 2 years.

## Article 3

When an assessment is made by more than one assessor, this will generally promote care, completeness and objectiveness in determining an assessment. With this in view, more than one assessor should be designated as a rule (clause 2, first sentence). Taking into account the criterion for designating an assessor as stated in the first clause, the organizational shape of the services and entities may dictate who, in addition to the direct head of the respective employee, is the most eligible person to be designated. This may be the immediate superior but in a project or matrix structure it may be better to designate others in the first instance.

The third and fourth clause of this article give the possibility to assign informants and/or advisors to assist the assessors. By informant is meant someone who is able to provide information on the actual nature of the job content. As such this may also be the civil servant to be assessed. As advisor – thus in a supervising capacity – a personnel department officer may be designated for this role.

It should be evident from the third clause that the designation of informants and/or advisors is not compulsory but that whenever this is deemed to be desirable, it provides the possibility to do so through the means of general implementation regulations and/or to allow for this on a case by case basis.

In any event, this does not prejudice the right of the employee to be assessed to express his preferences on the matter, and to give him the opportunity to do this, it is essential for the respective civil servant to be informed in good time that he will be subject to an assessment. Such requests will thus have to be judged on their own merits and not, certainly not in a dismissive sense, on the basis of further implementation regulations, for example.

## Article 5

1. In terms of the "general perspectives" refer to the explanation in these notes for this term in article 1.

2. and 3. The work performed by the employee derives from an assignment for, or on behalf of, the competent authority. This is considered the "organic job". However, the content of a job is generally to some extent, apart from external influences and circumstances, a matter for the job performer himself. In this respect, we speak of an "actual job".

The "actual job" may therefore, in addition to being equal to, amount to more or less than the original content of the "organic job". In making a personnel assessment, a judgment is formed on that which is demonstrated by the person concerned as actual job behavior, i.e. the "actual job". However, it must be indicated, for the sake of clarity, where the actual situation deviates from the organic, with reference to circumstances, motives and the like, that have led to this.

The combination of these details with the assessments contained in the list then gives a clear picture of the real situation. Apart from the job content being an indispensable aspect of determining an assessment in terms of the work results and how these are achieved, the job performance requirements also take on an important role here. To be able to use the job requirements as an actual "yardstick" in drafting the assessment, the employee must be cognizant of the job performance requirements. Requirements of which the civil servant cannot be expected to have any knowledge must therefore not form any part in the making of an assessment.

## Articles 6 to 8

Articles 6 to 8 provide the parameters within which the procedure must proceed after the assessment has been made.