

**APAC PEER EVALUATION FEEDBACK FORM**

**FROM:** *(insert name of organisation here)*

We wish to maintain a high level of service to our members and would like to receive your feedback on your recent peer evaluation. Please indicate how the peer evaluation team met your expectations, using the rating and importance criteria listed below, and return this form either by fax or email to the APAC Secretariat. Thank you.

If you would prefer that your comments are NOT discussed with the APAC staff member / peer evaluator concerned, please advise:

|  |  |
| --- | --- |
| **YES** - Please discuss | **NO** - Please do not discuss |

**Rating Criteria Is this factor important to your organisation?**

**1 - Very Poor 1 - Not important**

**2 - Poor 2 - Low importance**

**3 - Average 3 - Important**

**4 - Good 4 - Very important**

**5 - Excellent 5 - Critical importance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Conduct of Peer evaluation** | **Rating** | **Importance** | **Your Comments** |
| Assistance offered by Secretariat staff |  |  |  |
| Timely receipt of pre-peer evaluation correspondence, including peer evaluation plan |  |  |  |
| Clarity of peer evaluation-related documentation |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Conduct of Peer evaluation** | **Rating** | **Importance** | **Your Comments** |
| Technical knowledge / competence of peer evaluator(s) / technical specialist(s) - please specify which |  |  |  |
| Professionalism of peer evaluator(s) and technical specialist(s) - please specify which |  |  |  |
| Personal manner / attitude of peer evaluator(s) /technical specialist(s) - please specify which |  |  |  |
| Interpretation of standard by peer evaluator(s) |  |  |  |
| Adherence to peer evaluation plan |  |  |  |
| Depth of peer evaluation |  |  |  |
| Timely receipt of peer evaluation report |  |  |  |
| Standard of peer evaluation report |  |  |  |
| Clarity of peer evaluation report |  |  |  |
| Fairness of recommendations |  |  |  |
| Timeliness of whole process |  |  |  |

**Did the peer evaluation meet your expectations?** Please comment:

**What changes would you like to suggest to improve the peer evaluation process?**

**Are there any other comments you would like to offer?**

**Signature:**

**Name:**

**Position:**

**Date:**

**Initial / Re-evaluation** (please circle)

**Programme(s):**