Hearing Officer Evaluation Form

Hearing Officer: _______________________________

Grievant: ___________________________________

Agency: ______________________________________

Date of Hearing: ______________________________

Evaluation Conducted By: ________________________Date: _______

Directions: Circle the numeric rating (score of 5 is highest) which most closely depicts your experience with this hearing officer.

PROFESSIONAL DEMEANOR/TEMPERAMENT

Hearing officer consistently demonstrated an attitude of orderliness, decisiveness, and self-assurance. Attitude toward parties was respectful, courteous, compassionate, and rational.

Rating: 1 2 3 4 5

Comments: __________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________

ABILITY TO CONDUCT ORDERLY HEARING

Hearing was conducted in a smooth manner; order of presentations followed prescribed hearing procedure; presentations focused on relevant points; time was wisely spent.

Rating: 1 2 3 4 5

Comments: __________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
KNOWLEDGE

Familiar with the grievance procedure and the policies concerning matters to be heard. Decision process was logical and rational.

Rating: 1 2 3 4 5

Comments:__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

ADMINISTRATIVE ABILITY

All administrative matters, including correspondence, conduct of prehearing conference, establishing of hearing dates, coordination of parties were handled efficiently.

Rating: 1 2 3 4 5

Comments:__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Overall Comments: ________________________________________________