<u>Virginia Department of Human Resource Management</u> <u>Office of Equal Employment and Dispute Resolution</u>

Hearing Officer Evaluation Form

Hearing Officer:	
Grievant:	_
Agency:	_
Date of Hearing:	
Evaluation Conducted By:	Date:
Directions: Circle the numeric rating (score of 5 is hi closely depicts your experience with this hearing	e
PROFESSIONAL DEMEANOR/TEMPERAMEN	T
Hearing officer consistently demonstrated an attitude of orderliness, d assurance. Attitude toward parties was respectful, courteous, compas	

Rating:	1	2	3	4	5		
Comments:	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	2	3	4	5
Comments:						
Overall Comn	nents:					