1. ASSESSMENT RULES FOR EFFICIENCY IN AZERBAIJAN TOURISM AND MANAGEMENT UNIVERSITY

1. General provisions

1.1 One of the main tasks of the existing personnel policy at Azerbaijan Tourism and Management University is to maintain the personnel potential at the appropriate level, to organize the work of the administrative staff efficiently and qualitatively.

1.2 At Azerbaijan Tourism and Management University, in order to fulfill the mentioned tasks, attestations in accordance with the rules of attestation of employees in the Republic of Azerbaijan approved by the decision of the Cabinet of Ministers of the Republic of Azerbaijan dated May 23, 2001 No. 97, and at the same time, different methodologies are used for the purpose of evaluating employee performance.

2. Mechanism for evaluating productivity

2.2. The application of the "90 degree" method at Azerbaijan Tourism and Management University allows to evaluate the effectiveness of the staff's activities.

2.3 It is stipulated that the 90 degree method should be applied:

a) Identifying prospective employees

b) Increasing the productivity of workers

c) Formation of personnel potential and reserves

d) Development of leading employees

3. Preparation for the application of a 90-degree method

3.1 Determination of criteria - the general criteria for employees at Azerbaijan Tourism and Management University are classified as follows:

1. Communicative
2. Free decision making

3. Work attendance
4. Loyalty
5. Liability
6. Resistant to stress
7. Administration
8. Initiative

3.2 Preparation of the questionnaire - a questionnaire is organized for the purpose of evaluating the characteristics mentioned in point 3.1 in the employees. In this questionnaire, one or more questions with different serial numbers help to determine the above-mentioned qualities of the interviewed employee. Usually, such questions in a questionnaire are called indicators, and several questions are in the form of groups.

A five-ball scale is used to evaluate the survey.

* Responses:

1 – I have no information;
2 – always manifests itself;
3 – manifests itself in most cases;
4 – manifests itself in certain cases;
5 – rarely manifests itself;
0 – never manifests itself.

3.3 Identification of the participants of the 90 degree mechanism. Before conducting a survey, participants must be identified. The employee's head of department or department head participates in the survey.

3.4. Instruction of survey participants. Each participant should be familiarized with the survey rules before the survey is conducted.

3.5. Agreeing on the time of the survey - The time of the survey must be agreed with the management in advance. The survey is conducted once a year to evaluate the employee's annual performance. The survey results are collected and presented to the management.

3. Application of a 90 degree method

After the preparatory phase of the 90-degree method is completed, the survey implementation environment is determined. At ATMU inquiries are sent and answered via e-mail. This is more effective in terms of employee participation in the survey without leaving the work process. Inquiry forms about the employees of the department are sent to the heads of the structural departments by postal address, and in these forms it is mentioned in the title which employee the questions are about. The survey is given 2 working days to answer.

4. Evaluation of results achieved

Evaluation of the obtained results - collected questionnaires allow to evaluate each employee. In order to conduct the procedure, one or more survey forms are collected for each employee. Answers related to indicators are collected in collected questionnaires. A negative or positive score on the indicators allows you to give a negative or positive score to the employee's predetermined quality based on a group of indicators.

While grouping the questionnaires, the questionnaires filled out by the staff, the questionnaires filled out about the staff and the analysed document related to the predetermined criterias of the staff member which is collected in the folder created for each worker.