

EXPERT WORK EVALUATION SHEET

Name and surname of the expert	Click or tap here to enter text.
Name and surname of the evaluator, name of organisational unit	Click or tap here to enter text.
Expert's work quality evaluation date (from receipt of the results of the commissioned work, no later than: - 14 calendar days for an individual opinion/review; - 7 calendar days in other cases)	Kliknij lub naciśnij, aby wprowadzić datę.
Role of the expert	Wybierz element.
Subject of the work	Click or tap here to enter text.

Evaluation criteria			Points*
1.	Substantive preparation	<p>1.1. The Expert is familiar with the current programme/competition documentation (if applicable).</p> <p>1.2. The Expert is familiar with the documentation provided for the performance of the assignment to prepare an opinion/assessment/individual or team elaboration (if applicable).</p> <p>1.3. The Expert has up-to-date knowledge in the field (the Expert's argumentation demonstrates up-to-date and specialised knowledge of the issue being evaluated).</p> <p><i>NOTE: If the Expert's work indicates a lack of familiarity with the documentation provided, this criterion cannot be scored higher than 1.5 points.</i></p>	0–5 points
2.	Reliability of the opinion/assessment/individual or team elaboration	<p>2.1. The Expert provides sound, concrete and precise recommendations/justifications for the evaluation/opinion/elaboration.</p> <p>2.2. Arguments presented are factual, logical, concrete, coherent, based on facts and reliable data.</p> <p>2.3. The opinion/assessment/elaboration prepared by the Expert refers to the content of the documentation and is based on a thorough analysis thereof (if applicable).</p>	0–5 points
3.	Timeliness and cooperation with NCBR	<p>3.1. The Expert delivers the results of the tasks assigned to him/her</p>	0–5 points

		<p>within the deadlines set by the regulations and procedures or within the deadlines agreed with the NCBR staff member.</p> <p>3.2. The Expert communicates in advance any problems with the deadline of the work.</p> <p>3.3. The quality of the Expert's cooperation with NCBR in the course of the assignment, including e.g. the possibility of telephone/e-mail contact with the Expert, providing ongoing responses to any/all doubts from NCBR, making any adjustments/additions to the subject of the assignment at NCBR request without undue delay.</p> <p>3.4. The Expert demonstrates a high level of personal culture.</p>	
Additional notes: <i>(to be completed in cases where the expert demonstrated outstanding qualities or significantly violated the rules)</i>			
The Expert's average score for the assignments performed			0–5 points

Points	Description
0.00 - 0.99	Requirement insufficiently fulfilled (negative)
1.00 - 1.99	Requirement fulfilled to a poor extent
2.00 - 2.99	Requirement fulfilled to a medium extent
3.00 - 3.99	Requirement fulfilled to a good extent
4.00 - 4.49	Requirement fulfilled to a very good extent
4.50 - 5.00	Requirement fulfilled to an excellent extent