

Administrative Feedback Instrument

Name of person to be evaluated:

Please complete this confidential administrative performance appraisal instrument. Anonymity will be maintained, but only signed feedback will be used.

In appraising the person's administrative performance, please use the following response pattern for individual items and, in addition, provide narrative evaluations for each area.

SA = Strongly Agree

A = Agree

N = Neutral

D = Disagree

SD = Strongly Disagree

UJ = Unable to Judge

Circle one response for each item below. Please feel free to provide examples to demonstrate why you marked the item in this manner:

Human Relations

- | | | | | | | | |
|----|--|----|---|---|---|----|----|
| 1. | Demonstrates honesty and integrity. | SA | A | N | D | SD | UJ |
| 2. | Demonstrates openness to divergent viewpoints. | SA | A | N | D | SD | UJ |
| 3. | Demonstrates fairness in dealing with people. | SA | A | N | D | SD | UJ |
| 4. | Demonstrates consistency in dealing with people. | SA | A | N | D | SD | UJ |
| 5. | Communicates clearly and effectively. | SA | A | N | D | SD | UJ |
| 6. | Maintains confidentiality. | SA | A | N | D | SD | UJ |

Financial Responsibilities

7.	Exercises good judgment.	SA	A	N	D	SD	UJ
----	--------------------------	----	---	---	---	----	----

Leadership and Management

8.	Addresses problems in a timely manner.	SA	A	N	D	SD	UJ
----	--	----	---	---	---	----	----

9.	Addresses problems in an appropriate manner.	SA	A	N	D	SD	UJ
----	--	----	---	---	---	----	----

10.	Reflects a thorough understanding of the issues involved when making decisions.	SA	A	N	D	SD	UJ
-----	---	----	---	---	---	----	----

11.	Models high quality work.	SA	A	N	D	SD	UJ
-----	---------------------------	----	---	---	---	----	----

12.	Encourages high quality work.	SA	A	N	D	SD	UJ
-----	-------------------------------	----	---	---	---	----	----

13.	Is dependable.	SA	A	N	D	SD	UJ
-----	----------------	----	---	---	---	----	----

14.	Creates a positive work environment.	SA	A	N	D	SD	UJ
-----	--------------------------------------	----	---	---	---	----	----

15.	Demonstrates leadership.	SA	A	N	D	SD	UJ
-----	--------------------------	----	---	---	---	----	----

Strengths:

Areas for improvement:

Your Signature

Department

Return to:

by:

5/6/09