

Sample Supplemental Review Survey

Employee should construct individual survey according to the following guidelines. There are 3 mandatory, 1 optional components involved in this process:

Component	Rationale	Mandatory/ Optional
Demographic Information	Provides a context in which the remainder of the information may be interpreted	Mandatory
General questions	Provide an overall assessment of the individual being evaluated. Directors must include all questions as written here ; other employees should reword questions to reflect their position descriptions.	Mandatory
Optional questions	Provide additional assessment information. Only select those questions that best address the responsibilities of the position description.	Optional
Open-ended Questions	Provide respondents with opportunities to comment on the strengths of individuals being evaluated, concerns about performance as related to job description, and suggestions for improvement.	Mandatory

Please DO NOT utilize ALL the questions listed. Choose only those questions that apply to your position. Paper surveys or electronic surveys may be used.

SAMPLE SURVEY

GENERAL INSTRUCTIONS

Attached is a job description for the position held by the person being evaluated. Please consider this carefully and evaluate the individual's performance in relationship to this description.

DEMOGRAPHIC QUESTIONS

Please provide the following information in order to provide a context within which the evaluation data can be interpreted. Please circle the number that best indicates your knowledge of the person you are evaluating.

1 = I have regular and frequent contact with this person, know and understand the position very well, and am very familiar with the person's performance.

2 = I have regular contact with the person being evaluated and am aware of the person's job performance.

3 = I have occasional contact with the person being evaluated and have some knowledge of the person's job performance.

4 = I know the person, but I am not knowledgeable about the position. My evaluation is based upon the impression I have of the individual as a person.

5 = I know who this person is, but not personally. My evaluation is based upon my contacts with the office in which the person works and how well it functions.

6 = I have little or no contact with this person and/or office, and, therefore, believe I am unqualified to offer an evaluation.

7 = I have contact with this person only through UWSP committees outside his/her unit.

GENERAL QUESTIONS

Based upon the job description of the individual being evaluated, answer each of the following questions to the best of your knowledge. In the space that follows each item, please provide narrative comments that support your assessment. The comments that you add will contribute substantially to the development of the individual.

Use the following scale in completing your assessment:

1. Strongly Agree
2. Agree
3. Neutral
4. Disagree
5. Strongly Disagree

Note: please leave blank any questions for which you feel you do not have sufficient information to form an opinion.

This individual:

Is competent in dealing with personnel matters.

SA A N D SD

Comments:

Provides strong leadership for the unit.

SA A N D SD

Comments:

Communicates information accurately and clearly.

SA A N D SD

Comments:

Performs administrative tasks efficiently.

SA A N D SD

Comments:

In general, is an effective administrator.

SA A N D SD

Comments:

OPTIONAL QUESTIONS

Please provide your assessment of the performance of this individual as it relates to the criteria listed below. In the space at the conclusion of this list, write any comments that you believe to be appropriate.

Use the following scale in completing your assessment:

1. Strongly Agree
2. Agree
3. Neutral
4. Disagree
5. Strongly Disagree

Note: please leave blank any questions for which you feel you do not have sufficient information to form an opinion.

LEADERSHIP

This individual:

1. Has the trust and respect of those in the unit

SA A N D SD

2. Functions effectively under pressure

SA A N D SD

3. Motivates others to perform to their potential

SA A N D SD

4. Demonstrates a concern for quality

SA A N D SD

5. Maintains high standards of ethics, honesty, and integrity

SA A N D SD

6. Provides effective leadership to the unit in establishment of priorities

SA A N D SD

7. Supports faculty and academic staff in research activities

SA A N D SD

8. Supports faculty and academic staff in teaching excellence

SA A N D SD

9. Promotes high morale

SA A N D SD

10. Deals with nonproductive behaviors effectively

SA A N D SD

11. Finds creative solutions to problems

SA A N D SD

12. Examines alternative solutions to problems

SA A N D SD

13. Works appropriately toward finding solutions to problems and issues facing UWSP as an institution

SA A N D SD

14. Creates a positive work environment

SA A N D SD

15. Conducts meetings effectively

SA	A	N	D	SD
16.	Conducts meetings efficiently			
SA	A	N	D	SD
17.	Utilizes effectively staff member's talents and abilities			
SA	A	N	D	SD
18.	Makes unpopular decisions when necessary			
SA	A	N	D	SD
19.	Effectively uses available resources			
SA	A	N	D	SD
20.	Supports faculty and academic staff in professional development			
SA	A	N	D	SD

COMMUNICATION

This individual:

1.	Is effective in oral communication			
SA	A	N	D	SD
2.	Is effective in written communication			
SA	A	N	D	SD
3.	Communicates expectations clearly			
SA	A	N	D	SD
4.	Represents the unit to the University positively			
SA	A	N	D	SD
5.	Represents the unit to the community positively			
SA	A	N	D	SD

6. Involves appropriate personnel in decisions which affect them

SA A N D SD

7. Listens respectfully to individuals

SA A N D SD

8. Shares appropriate information

SA A N D SD

ADMINISTRATION

This individual:

1. Demonstrates an awareness of the problems and issues facing UWSP as an institution

SA A N D SD

2. Effectively carries out Affirmative Action guidelines

SA A N D SD

3. Accepts responsibility for decisions made and actions taken

SA A N D SD

4. Bases decisions on relevant evidence and information

SA A N D SD

5. Follows through on commitments

SA A N D SD

6. Delegates responsibility appropriately

SA A N D SD

7. Works well with administrators

SA A N D SD

8. Processes paperwork effectively and efficiently

SA A N D SD

9. Understands the requirements of the position

SA A N D SD

10. Maintains an appropriate balance between attention to details and broader responsibilities

SA A N D SD

PERSONNEL

This individual:

1. Maintains confidentiality in personal matters

SA A N D SD

2. Maintains confidentiality in professional matters

SA A N D SD

3. Skillfully handles difficult situations involving people

SA A N D SD

4. Effectively helps members of the unit resolve conflicts

SA A N D SD

5. Skillfully recruits new personnel

SA A N D SD

6. Helps new faculty/staff make positive transitions to UWSP

SA A N D SD

7. Acts fairly and objectively in matters having to do with personnel decisions— titling, salary, retention, promotion, appointment type, and tenure

SA A N D SD

MISCELLANEOUS

This individual:

1. Works for the development and improvement of UWSP as a whole

SA A N D SD

2. Respects diverse opinions

SA A N D SD

3. Is sensitive to the needs of others

SA A N D SD

4. Is sensitive to the interest of others

SA A N D SD

5. Accepts constructive criticism

SA A N D SD

6. Responds with respect to differences in race, culture, gender and socio-economic status,
and to individuals with disabilities

SA A N D SD

7. Demonstrates an understanding and respect for students

SA A N D SD

8. Encourages students to work to their potential

SA A N D SD

9. Helps students develop responsibility for their conduct

SA A N D SD

Open-ended Questions

1. What are this individual's strengths in performing the duties in the job description?

2. What suggestions can you make for improvement in the individual's job performance?

Thank you for completing this survey. Please return the survey by _____ (date) to
_____ (name of person gathering your survey) at _____ address.