



## Sample Supplemental Survey

### Introduction

Individuals should create a survey according to guidelines and in alignment with their role. The survey system can be used for convenience. Individuals may build an anonymous survey in another survey type system (ex: Qualtrics) or create a paper survey. The following is an example of the pre-built survey available at <https://asreview.uwsp.edu>.

#### Reminders

- Directors and above leadership levels are required to use the questions listed under the Leadership portion. If not using the pre-built supplemental survey, contact UWSP Human Resources for guidance.
- Use no more than 15 questions, including the open-ended questions, to maximize the number of survey results

### Survey System

Each section within the survey will allow for comments, if the comments option is chosen.

#### 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 Information

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 contact with this person only through UWSP committees outside his/her unit.

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

### **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:

1. Is competent in dealing with personnel matters.
2. Provides strong leadership for the unit.
3. Communicates information accurately and clearly.
4. Performs administrative tasks efficiently.
5. In general, is an effective administrator.

### **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
2. Functions effectively under pressure
3. Motivates others to perform to their potential
4. Demonstrates a concern for quality
5. Maintains high standards of ethics, honesty, and integrity
6. Provides effective leadership to the unit in establishment of priorities
7. Supports faculty and academic staff in research activities
8. Supports faculty and academic staff in teaching excellence
9. Promotes high morale
10. Deals with nonproductive behaviors effectively
11. Finds creative solutions to problems
12. Examines alternative solutions to problems
13. Works appropriately toward finding solutions to problems and issues facing UWSP as an institution
14. Creates a positive work environment
15. Conducts meetings effectively
16. Conducts meetings efficiently
17. Utilizes effectively staff member's talents and abilities
18. Makes unpopular decisions when necessary
19. Effectively uses available resources
20. Supports faculty and academic staff in professional development

## **Communication**

This individual:

1. Is effective in oral communication
2. Is effective in written communication
3. Communicates expectations clearly
4. Represents the unit to the University positively
5. Represents the unit to the community positively
6. Involves appropriate personnel in decisions which affect them
7. Listens respectfully to individuals
8. Shares appropriate information

## **Administration**

This individual:

1. Demonstrates an awareness of the problems and issues facing UWSP as an institution
2. Effectively carries out Affirmative Action guidelines
3. Accepts responsibility for decisions made and actions taken
4. Bases decisions on relevant evidence and information
5. Follows through on commitments

6. Delegates responsibility appropriately
7. Works well with administrators
8. Processes paperwork effectively and efficiently
9. Understands the requirements of the position
10. Maintains an appropriate balance between attention to details and broader responsibilities

### **Personnel**

This individual:

1. Maintains confidentiality in personal matters
2. Maintains confidentiality in professional matters
3. Skillfully handles difficult situations involving people
4. Effectively helps members of the unit resolve conflicts
5. Skillfully recruits new personnel
6. Helps new Faculty/Staff make positive transitions to UWSP
7. Acts fairly and objectively in matters having to do with personnel decisions—titling, salary, retention, promotion, appointment type, and tenure

### **Miscellaneous**

This individual:

1. Works for the development and improvement of UWSP as a whole
2. Respects diverse opinions
3. Is sensitive to the needs of others
4. Is sensitive to the interest of others
5. Accepts constructive criticism
6. Responds with respect to differences in race, culture, gender and socio-economic status, and to individuals with disabilities
7. Demonstrates an understanding and respect for students
8. Encourages students to work to their potential
9. Helps students develop responsibility for their conduct

### **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?