

# Administrator Evaluation Survey 2021

## Communication Skills

1. Please rate each statement below as it applies to the Communication Skills of the person being evaluated. 

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Insufficient Information	N/A
Demonstrates ability to inform and persuade others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verbal and written communication is clear and concise but sufficiently detailed to explain complex issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively conveys and articulates needs and goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively conveys important administrative information to employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keeps appropriate parties informed of developing issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listens to, encourages, and welcomes a diversity of opinions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

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Comments:

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Seeks advice and counsel from Business and Administrative Services and Human Resources when appropriate



Comments:


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## Administrator Evaluation Survey 2021

### Additional Comments and/or Observations

Please add any additional comments and/or observations as they relate to job performance of the person being evaluated.

**\* 4. What are the strengths of this administrator?** 

**\* 5. What advice would you give this administrator in order to improve his/her effectiveness?** 

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Done >>

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