Confidential Administrator Performance Feedback Form – v2
(to replace FSH 3320: Form 2)

1. Your first and last name (optional):

2. Your email address (optional):

3. You are:
   □ student
   □ staff
   □ faculty
   □ in an administrative role as either faculty or staff
   □ a stakeholder, alumni, and/or friend of the university/college or unit

4. Where are you located
   □ on the Moscow campus
   □ off the Moscow campus
   □ in the community, state and/or other location (non-university employee)

5. College or Unit of the administrator being reviewed by you.
   [DROPDOWN]

6. Name of administrator being reviewed by you:
   [DROPDOWN]

7. Your V-number (for U-Idaho Employees) or your organization (for non-university reviewers).
   (This information will be used only to verify that it is appropriate for you to review the selected administrator. Once verified this information will be removed from the feedback. You may also fill out the form without submitting a V# but the feedback would not included as part of an administrator’s official record.)

8. Please select only one to indicate the frequency of your interactions with this administrator
   □ daily or almost daily
   □ once/twice a week
   □ once/twice a month
   □ occasionally, every few months
   □ rarely or never, once/twice a year or less

9. Type of administrator review
   □ Periodic review
   □ Annual performance, upward feedback

10. LEADERSHIP
    □ strongly agree □ agree □ disagree □ strongly disagree □ N/A
    • Frames and promotes a shared vision
    • Demonstrates a commitment to education
    • Supports scholarship activity
    • Advocates for students, faculty and staff
    • Respectful of colleagues and subordinates
    • Acts with integrity
    • Challenges and inspires others

    Additional Comments:

11. MANAGEMENT
    □ strongly agree □ agree □ disagree □ strongly disagree □ N/A
• Serves as a mentor for administrators, faculty, and staff
• Supports continuous improvement of university programs and services
• Manages and accounts for the budget
• Manages human resources
• Understands, accurately applies, enforces and promotes compliance with policies, and procedures

Additional Comments:

12. COMMUNICATION
• Develops and maintains lines of open, honest communication with colleagues, staff, students, and others
• Maintains objectivity and demonstrates effective conflict resolution skills
• Responds well to constructive feedback
• Provides information in a timely fashion
• Creates and promotes strong working relationships

Additional Comments:

13. GENERAL
• Possesses the knowledge, skills, and understanding to carry out the responsibilities of the position
• Possesses good knowledge of university resources to make appropriate referrals
• Operates efficiently and effectively

Additional Comments:

14. STRATEGIC ACTION
• Encourages diversity
• Engages constituents
• Effective in fundraising
• Effective in recruiting and retaining new faculty, staff and students

Additional Comments: