



## Copy of LTAC Survey Template

INSTRUCTIONS: *This electronic survey is part of the manager's evaluation and is confidential. This means your name will NOT be used in any way to identify who made comments or provided ratings. The information you provide will be used only in summary as evidence to document the manager's current performance and areas for improvement. You can submit this form electronically or in print.*

In addition to the checked responses below, please feel free to make comments. The evaluatee's job description should be attached to the email with this survey. \*Note: if "Below Expectations" is marked for an item, please elaborate. Negative unsubstantiated comments not related to pertinent job duties will not be placed into the Leadership Team Member's personnel file.

1. Job Function: Please describe the nature of your interaction with this Leadership Team Member and rate the effectiveness of your interactions.

Exceeds expectations  Meets expectations  Below expectations\*

2. Comments on Job Function:

3. Leadership: Please rate this Leadership Team Member's effectiveness as a leader.

Exceeds expectations  Meets expectations  Below expectations\*

4. Comments on Leadership:

5. Communication: Please rate this Leadership Team Member's written and verbal communication skills in matters related to your program's/department's needs.

Exceeds expectations  Meets expectations  Below expectations\*

6. Comments on Communication:

7. Relationships: Please rate this Leadership Team Member's ability to develop and maintain positive relationships.

Exceeds expectations  Meets expectations  Below expectations\*

8. Comments on Relationships:

9. External Relationships: If applicable, please rate this Leadership Team Member's interactions with the public.

Exceeds expectations  Meets expectations  Below expectations\*

10. Comments on External Relationships:

11. Other comments:

12. Survey Participant (Optional. Please enter your name and title):