

# ORSA OFFICER OF ADMINISTRATION 3<sup>rd</sup> PARTY APPRAISAL FORM

The intent of this form is to solicit input about an officer of administration's performance from colleagues, customers, and/or subordinates to provide a comprehensive overview of their work at the time of annual performance evaluations. Third-party input cannot be viewed and added to the permanent file unless the name of the person providing the input is furnished. In some cases, employees have waived their right to review comments made by third parties. If you want to know if a waiver has been placed in a specific individual's file, please contact Dave Musgrove at [dmusgrov@uoregon.edu](mailto:dmusgrov@uoregon.edu).

Please complete this form and send back by email to Moira Kiltie at [kiltie@uoregon.edu](mailto:kiltie@uoregon.edu) and put **3<sup>rd</sup> Party Appraisal** in the subject line. If you wish to use campus mail, **please mark the envelope as *confidential*** and send to Moira Kiltie at 205 Johnson Hall.

#####

**Name of OA:**

**Name of Person Completing:**

## 1. Communication skills

Ability to give directions and interpretations of policy/rule/regulations accurately, effectively and constructively.

Excellent  Meets Expectations  Unsatisfactory

Comments:

## 2. Relationships with colleagues

A. Shows fairness in interactions; promotes welcoming and respectful work environment; responds to suggestions, concerns and complaints in a professional, sensitive and timely way.

Excellent  Meets Expectations  Unsatisfactory

Comments:

B. Anticipates potential problems and takes preventive measures; resolves and addresses potential conflicts/concerns in a timely manner.

Excellent  Meets Expectations  Unsatisfactory

Comments:

### **3. Information sharing**

Ability to provide new information effectively; ability to train colleagues in an efficient and effective manner.

Excellent  Meets Expectations  Unsatisfactory

Comments:

### **4. Time management**

Provides an organized approach to administrative matters; prioritizes well.

Excellent  Meets Expectations  Unsatisfactory

Comments:

### **5. Timely responses**

Responds to inquiries and contacts (email/phone/mail/in-person) in a timely manner.

Excellent  Meets Expectations  Unsatisfactory

Comments:

### **6. Judgment**

Ability to analyze problems or procedures, evaluate alternatives, and select best course of action; use of logic and common sense in decision making.

Excellent  Meets Expectations  Unsatisfactory

Comments:

Added comments, if any: