Thank you for participating in the assessment of (FIRST NAME, LAST NAME).

The survey below consists of personal and professional qualities considered to be desirable for administrators at the University of Hawai'i. Please rate these qualities on a scale from 1 to 7. Your feedback is considered by the designated supervising administrator for the annual evaluation and used for development purposes.

RATING & COMMENTS
Indicate your assessment in each applicable category by clicking on the appropriate whole number on the rating chart (sample shown below). Choose "Not Applicable" (NA) if you feel you are not able to complete that assessment. If a score of 2 or below is given, we would appreciate your comments on areas that should be addressed. Additional comments may be added in the "comments" box located at the end of the survey.

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Please note that the "overall rating" category is an overall assessment. At the end of the survey, you have an opportunity to add further written comments in the same "comments" box.

CONFIDENTIALITY
Please be advised that there is no identifiable connection between your login information and your assessment responses. The responses are submitted and stored separately from the login information and, therefore, it will not be possible to identify a person's response. For this reason, once you click on the "PAUI" button at the end of this survey, you will be unable to return at a later time to change or delete your responses.

The login procedure is used exclusively for the following purposes:

- to ensure that you are a valid respondent
- to correctly associate your login with the appropriate employee being evaluated
- to prevent multiple unsolicited assessments

SURVEY COMPLETION
You may terminate this survey at any time and log back in at a later date to complete the survey. However if you exit before completing and submitting the survey, your responses will not be saved. Therefore, when you return to this survey, you will need to start over at the beginning. After clicking on the "PAUI" button at the end of this survey, your responses will be anonymously stored and you will be unable to access this survey.

A. Leadership

- Provides vision and direction in a positive environment supporting the University's mission;
- Encourages innovation and creativity, inspires confidence and motivates faculty and staff to achieve excellence;
- Supports scholarly and professional activities;
- Fosters effective collegial relations to accomplish goals and objectives supporting the University's students and community;
- Responds and adapts to changing circumstances, and leads in uncertain situations.
If scored 2 or below, we would appreciate if you would identify the specific area(s) that should be further developed. More than one area may be selected. Additional comments may be added at the end of survey in "comments" box.

☐ Providing vision and direction
☐ Innovating, inspiring and motivating faculty/staff
☐ Supporting scholarly/professional activities
☐ Fostering collegial relations
☐ Adapting to/leading during change
☐ Other

(75 character limit)

B. Relations with Others

- Cultivates effective working relations that have positive impact on the University, campus or program;
- Establishes and maintains supportive working relationships with colleagues within the UH system, Board of Regents, and other relevant external organizations and agencies;
- Functions in a collegial manner as a team member when appropriate;
- Assists with resolution of conflicts towards a positive outcome before escalation.

If scored 2 or below, we would appreciate if you would identify the specific area(s) that should be further developed. More than one area may be selected. Additional comments may be added at the end of survey in "comments" box.

☐ Cultivating effective internal/external work relationships
☐ Functioning collegially as team member
☐ Assisting with conflict resolution
☐ Other

(75 character limit)

C. Planning

- Forecasts and projects future directions so that the University, campus or program is poised to
effectively respond to identified tasks:
- Identifies priorities and short-term and long-term needs; plans for operational, financial, physical and human resources;
- Monitors progress toward planned objectives and takes appropriate actions as needed;
- Allows for contingencies in plans and effectively modifies as needed.

If scored 2 or below, we would appreciate if you would identify the specific area(s) that should be further developed. More than one area may be selected. Additional comments may be added at the end of survey in "comments" box.

☐ Forecasting future direction
☐ Identifying priorities and planning accordingly
☐ Monitors progress
☐ Modifying plans when needed
☐ Other

(75 character limit)

D. Decision Making

- Acts effectively and expeditiously supporting best interests of the University and its mission; is accountable for decisions made;
- Clearly identifies issues and seeks necessary expert advice prior to decision making; understands the impact of decisions made including operational interrelationships, internal and external support, and programmatic impact;
- Recognizes when immediate decisions are required to accomplish University's mission;
- Takes informed risks and embarks on new and innovative directions as needed to support the University's mission.

If scored 2 or below, we would appreciate if you would identify the specific area(s) that should be further developed. More than one area may be selected. Additional comments may be added at the end of survey in "comments" box.

☐ Taking necessary action and being accountable
☐ Identifying issues and understanding impact of decisions
☐ Making immediate decisions when necessary
☐ Taking informed risks and setting innovative direction
☐ Other
E. Problem Solving

- Anticipates and identifies trends and issues that may affect academic and/or administrative programs or areas of responsibility;
- Guides and/or participates in assessment and processes to ensure relevant facts, issues and concerns are addressed;
- Uses creativity and initiative to "problem solve" with the best interests of the University fully considered;
- Seeks common ground even in most challenging situations.

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If scored 2 or below, we would appreciate if you would identify the specific area(s) that should be further developed. More than one area may be selected. Additional comments may be added at the end of survey in "comments" box.

- Anticipating/identifying trends and issues
- Guiding/participating in assessment process
- Using creativity in problem solving
- Seeking common ground
- Other

(75 character limit)

F. Communication

- Effectively represents the University to faculty, staff, external agencies and community;
- Articulates clearly and concisely, and communicates in timely manner;
- Seeks, listens and considers other perspectives and views;
- Has manner, style and presence that makes positive impression.

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If scored 2 or below, we would appreciate if you would identify the specific area(s) that should be further developed. More than one area may be selected. Additional comments may be added at the end of survey in "comments" box.

- Representing the University effectively
- Communicating in concise and timely manner
- Considering other perspectives/views
5. Organizational Abilities

- Organizes and prioritizes projects and assignments;
- Deals effectively with competing priorities and heavy workload demands;
- Uses resources in an optimal fashion;
- Delegates work as appropriate.

If scored 2 or below, we would appreciate if you would identify the specific area(s) that should be further developed. More than one area may be selected. Additional comments may be added at the end of survey in "comments" box.

- Organizing projects
- Prioritizing work
- Using resources effectively
- Delegating as necessary
- Other

(75 character limit)

H. EEO/AA

- Demonstrates commitment and leadership in advancing and supporting the equal employment opportunity and affirmative action programs of the college/campus or unit;
- Provides opportunities for the recruitment, development and mentoring of underrepresented groups, women, minorities, persons with disabilities and veterans.

If scored 2 or below, we would appreciate if you would identify the specific area(s) that should be further developed. More than one area may be selected. Additional comments may be added at the end of survey in "comments" box.

- Advancing EEO/AA programs
- Providing recruitment and development opportunities
II. Work environment

- Promotes a positive work environment;
- Fosters and supports respectful discussions that contribute to achieving goals and objectives;
- Develops, recognizes and builds capacity of faculty and staff;
- Addresses safety issues and takes appropriate preventive action.

If scored 2 or below, we would appreciate if you would identify the specific area(s) that should be further developed. More than one area may be selected. Additional comments may be added at the end of survey in "comments" box.

☐ Promoting positive environment
☐ Fostering respectful discussions
☐ Developing capacity of faculty/staff
☐ Addressing safety issues appropriately
☐ Other

(75 character limit)

J. Student success

- Fosters a positive, supportive learning environment for students;
- Supports high quality student advising and other services necessary for increased academic progress, retention and graduation;
- Encourages student applied learning experiences.

If scored 2 or below, we would appreciate if you would identify the specific area(s) that should be further developed. More than one area may be selected. Additional comments may be added at the end of survey in "comments" box.

☐ Fostering supportive student learning environment
☐ Supporting quality student services
☐ Encouraging student applied learning experiences
☐ Other

(75 character limit)
K. Overall Rating

NA 1 2 3 4 5 6 7

Below Expectations (1-2)  Meets Expectations (3-5)  Exceeds Expectations (6-7)

Comments: