Five Year Administrative Review Survey
External Clientele
K-State Research and Extension
__Name__, __Area____, Area Extension Director

Instructions:

Please describe how effectively you feel your Director performed each function during the past 12 months, select the rating that best corresponds to your estimate:

1=Poor, 2=Marginal, 3=Average, 4=Good, 5=Outstanding, CJ=Cannot Judge

The Area Director:

1. Establishes and maintains communication with Executive Board . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
2. Obtains Executive Board input for evaluating Extension agents and local programs . . . .
3. Effectively establishes policies for the screening, interviewing, and hiring of local unit personnel . . .
4. Cooperates with Executive Board to jointly establish agent’s salary . . . . . . . . . . . . . . .
5. Provides leadership in development of annual budget and presentation to commissioners, where applicable .
6. Effectively communicates county budget needs to county commissioners, where applicable .
7. Oversees financial records to see that expenditures are kept within intended use. . . .
8. Serves as public relations person for K-State Research and Extension . . . . . . . . . . . . . . . . . . . . . . . .
9. Provides administrative leadership for coordination of county, district, area, and state educational programs.
10. Effectively works with local units regarding office staff responsibilities. . . . . . . . . . . . . . . . . . . . . . .

11. The Area Director has my confidence to effectively manage the given responsibilities within K-State Research and Extension for the next five years.

☐ Strongly Agree  ☐ Agree  ☐ Disagree  ☐ Strongly Disagree  ☐ Cannot Judge

Evaluation Continues on the Second Page
Your responses to the following will be combined with other comments and typed verbatim on a separate sheet before being distributed to the appropriate Extension Administrators, Supervisory Committee, and Area Director.

12. Which matters need priority attention by the Area Extension Director during the next year or two?

________________________________________________________________________________________

________________________________________________________________________________________

13. What is the most important observation you can make about the Area Extension Director's Administrative effectiveness?

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14. What is the most important observation you can make about the Area Extension Director's Administrative style?

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15. Other Comments:

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Thank you for your responses. Please return the survey in the enclosed confidential envelope.