



Surveying employees' opinions about the performance of the department

head/administration manager

Dear colleagues working in the college :

In order to ensure the proper functioning of your departments and develop performance in order to improve the services provided to all beneficiaries of the administrative system, the college would like to know your candid opinions on the management style of your department head/manager during the last period of the year, in order to identify the positives to enhance them and the negatives to improve them. In order to identify the positives to enhance them and the negatives to improve them, we would like to tell you that we look forward to your opinions. Honestly, please know that this data is strictly confidential and will not be seen by anyone, and for added reassurance, it is not required to write the name of the employee

Basic data:

Department :

Work : Functional degree : Date :

Rating score: Strongly Agree = 5, Somewhat Agree = 4, Disagree = 2, Strongly Disagree = 1						
م	Assessment items	1	2	3	4	5
1	Our bosses encourage us to participate in feedback on work processes.					
2	The college's administrative leaders are credible.					
3	Our bosses are fair in distributing responsibilities and tasks among us.					
4	Our bosses support the spirit of cooperation and solidarity among employees.					
5	Our bosses are flexible in how they handle things.					
6	Administrative leaders are interested in communicating the opinions and suggestions of the college's employees to senior leaders.					
7	Management decisions are made based on available information and data.					
8	The college's administrative leadership is characterized by humanitarianism.					
9	The workflow at different administrative levels is characterized by coordination and non-conflict.					
10	Material and moral incentives are granted to employees based on the criteria of efficiency and good performance.					
11	The system of accountability from administrative leaders is characterized by fairness and impartiality.					
12	The keenness of the college's administrative leadership to continuously develop administrative work systems.					
13	The college's administrative leaders are interested in taking advantage of information technology in accomplishing work.					
14	Administrative leaders are interested in facilitating work procedures for the benefit of beneficiaries.					

Notes you would like to add:

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