

INSTRUCTIONS FOR SUPERINTENDENT PERFORMANCE REVIEW

- Log onto Survey Monkey at [surveymonkey.com](https://www.surveymonkey.com).
Username: SylvanTrustee Password: sylvanusd
- Update the year and contact information. Get a link to copy and paste into an email.
- From the Superintendent's Executive Assistant, get the name of the Leadership Team members (all those directly supervised by the Superintendent).
- Assign each member of the Leadership Team a number. Randomly draw 10-15 numbers.
- Before sending a request to these 10-15 people, ask the Superintendent's Executive Assistant to send an email giving all of the Leadership Team a head's up that they may be contacted by the Board of Trustees to fill out an anonymous evaluation of the Superintendent via Survey Monkey.
- Send an email to the 10-15 chosen people requesting they complete an evaluation of the Superintendent. **Be sure to put your own name** in the "Sent to" spot and **list the recipients in a BCC (blind carbon copy)** so that no one knows who else the request is being sent to. Suggested language for the email is:

Good Morning,

You are receiving this email because you have been randomly selected to participate in the Administrative Performance Review for the Superintendent. The purpose of this review is to gather confidential, constructive feedback for the Superintendent as part of his/her annual evaluation.

This review will take place via Survey Monkey. A link is provided at the conclusion of this message. The survey is estimated to take less than 15 minutes to read and complete the questions and respond with a few comments at the end. Please note that Survey Monkey will not let you quit the survey and finish it later. There are additional details, including more about the process, on the actual survey.

Please understand that the Board of Trustees would deeply appreciate your participation but it is completely voluntary. As the results are confidential, we will have no way of determining who has completed the survey and who has not. We know your time is valuable and each one of you works hard to serve students every day.

The survey will be available until midnight on **(DATE)**. If you would like to participate, please do so by then.

Here is the link to the survey: **(LINK)**

Again, the Board of Trustees thanks you for your participation. Any questions, concerns or requests for clarification can be sent directly to me.

Sincerely,

(NAME)

*Board of Trustees, President
Sylvan Union School District*