

INSTRUCTIONS FOR COMPLETING SURVEY COMPOSITE

After each Board/Commission member has completed a survey as part of the evaluation of the agency head, please complete the reverse side of this sheet. The composite scoresheet will yield the average score for the survey that the agency head received and that average score must be indicated on the Agency Head Evaluation Document in question five on page 10. The composite scoresheet must be attached to the evaluation document when it is submitted to the Agency Head Salary Commission for review.

1. Record the number of responses that the agency head received in each category of the five-point rating scale.
2. Multiply the number of responses in each category by the weight given to each rating.
3. Divide the total number of points for each question by the number of respondents who completed the survey or, if a question was skipped, the number of respondents to the question.
4. Total the average scores for Questions 1-15 and record the figure in the Subtotal space.
5. Divide the Subtotal by 15 to obtain an average score received by the agency head for the survey.

For Example:

A Board with 10 members completes the survey evaluating their agency head.

	Strongly Agree		Agree		Neutral		Disagree		Strongly Disagree	Average Score
Question 1	5		4		3		2		1	
	5		4		1					4.4
	5(5)	+	4(4)	+	1(3)	=	X			
	25	+	16	+	3	=	44			
					44/10	=	4.4			

Agency Head Salary Commission	For Board/Commission Members
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	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Average Score
	5	4	3	2	1	
Question 1	_____	_____	_____	_____	_____	_____
Question 2	_____	_____	_____	_____	_____	_____
Question 3	_____	_____	_____	_____	_____	_____
Question 4	_____	_____	_____	_____	_____	_____
Question 5	_____	_____	_____	_____	_____	_____
Question 6	_____	_____	_____	_____	_____	_____
Question 7	_____	_____	_____	_____	_____	_____
Question 8	_____	_____	_____	_____	_____	_____
Question 9	_____	_____	_____	_____	_____	_____
Question 10	_____	_____	_____	_____	_____	_____
Question 11	_____	_____	_____	_____	_____	_____
Question 12	_____	_____	_____	_____	_____	_____
Question 13	_____	_____	_____	_____	_____	_____
Question 14	_____	_____	_____	_____	_____	_____
Question 15	_____	_____	_____	_____	_____	_____

Subtotal (Total Average Scores for Questions 1-15) _____

Final Average Score for Survey (Subtotal / 15) _____

I acknowledge that the above composite represents the scores from the individual surveys of the Board/Commission members.

Signature: _____ Date: _____

For use by the Agency Head Salary Commission only.

*Pursuant to S.C. Code Ann. Section 30-4-70 (a) (1) (1976), the Agency Head Salary Commission plans to discuss this employment matter in a meeting closed to the public. Therefore, this Agency Head Evaluation Survey Composite should be considered a document which will be used in a closed meeting.