



Agency Director Performance Review Process

The Office of the Public Records Advocate will complete agency head 360 evaluation following the review timeline within statute, or at least every two years. Additionally, the Public Records Advisory Council may use the agency director performance review as part of the reappointment process set forth under ORS 192.461.

The Deputy Public Records Advocate or other delegate will create a contact list of evaluators in the following categories:

All Direct Reports	
Voting members of the PRAC, to include current members and former members who served terms within 2 years of the evaluation.	
Requesters – Members of the public who have received assistance from the PRA	Up to agency discretion <i>Best practice = 12-15 evaluators</i>
Requesters – State and local public employees who have received assistance from the PRA	
Media representatives, Society of Professional Journalists	

Email Announcement

The Deputy or other delegate will send the email below to every evaluator notifying them that they've been selected to provide feedback on the Agency Director and provide feedback platform.

Email Example:

Dear <evaluator's name>,

Consistent with the requirements of ORS 192.461, the Public Records Advisory Council is in the process of considering reappointment for Mr. Todd Albert to the position of Public Records Advocate. You have been selected to provide feedback on Mr. Albert in his role as Oregon's Public Records Advocate. Attached, please find the PDF attachment to complete your feedback.

The survey is composed primarily of multiple-choice questions with an opportunity to provide any additional comments you like. The survey should take no more than 20 minutes of your time to complete. The answers will be anonymous. A summary of the multiple-choice results will be shared with the Public Records Advisory Council. Please note, optional text fields will also be summarized and anonymized, your name will NOT be attributed to any responses. Please complete and submit the survey no later than 14 days after the date you received this invitation.

If you have any questions, or experience difficulty accessing the survey, please contact:

STATE OF OREGON

TODD ALBERT
OREGON PUBLIC
RECORDS ADVOCATE



2850 SW Cedar Hills Blvd, # 1121
Beaverton, Oregon 97005
(503) 871-9036

Deputy Public Records Advocate, or other delegate.

Survey Completion Timeline

Evaluators will have two weeks (10 working days) from receiving the request to completing the survey.

Deputy or other delegate will send out reminder email to evaluators, one week prior to the deadline, and another reminder the Friday before the Monday deadline.

Performance Evaluation Report

Deputy or other delegate will collect the data and aggregate it into an executive summary with the following elements:

- Director's Name
- Agency's Name
- Number of responders, categories represented if available
- Aggregated scores for each of the survey questions
- Additional summarized comments and feedback

Deputy or other delegate will send the executive summary to the Office of Accountability, CHRO, and the Public Records Advisory Council. The Deputy or other delegate will conduct the debrief with the Agency Director. They will also identify next steps, if additional support is needed. CHRO will serve as a resource to provide, proctor, or secure areas of cause or concern identified by the Office of Accountability.



Required Survey Questions

What is your professional relationship with this individual director?

- Direct report/ executive team member*
- Person of interest*
- Peer*
- Board or Commission member (if applicable)*
- Union leader*
- Self (opportunity for self-evaluation)*

Are you a Board/Commission Member?

- Yes (If yes is chosen the following questions will apply)

Additional Board or Commission Agency Questions (for board members)

- What has the board done well or effectively to support the director?
- What might the board have done differently?
- What support is needed from the board moving forward?
- Please add these questions to the survey:
 -
- No
- Additional Board or Commission Agency Questions (for the executive director's self-survey)**
- What has the board or commission done well or effectively to support you in your role as director?
- What might the board have done differently?
- What support do you need from the board moving forward?

This individual promotes a customer service centered organization.

1. Unacceptable



-
2. Acceptable
 3. Effective
 4. Very Effective
 5. No opportunity to observe

**Include free form text box for any additional comments.*

This individual collaboratively manages the resources they are entrusted with to achieve the best possible outcomes for Oregonians.

1. Unacceptable
2. Acceptable
3. Effective
4. Very Effective
5. No opportunity to observe

**Include free form text box for any additional comments.*

This individual embraces and leads through change.

1. Unacceptable
2. Acceptable
3. Effective
4. Very Effective
5. No opportunity to observe

**Include free form text box for any additional comments.*

This individual creates and fosters an environment where everyone has access and opportunity to thrive.

1. Unacceptable
2. Acceptable



-
3. Effective
 4. Very Effective
 5. No opportunity to observe

**Include free form text box for any additional comments.*

This individual owns and takes responsibility for quality of outcomes for Oregonians.

1. Unacceptable
2. Acceptable
3. Effective
4. Very Effective
5. No opportunity to observe

**Include free form text box for any additional comments.*

This individual aligns to the goals and direction of the Governor.

1. Unacceptable
2. Acceptable
3. Effective
4. Very Effective
5. No opportunity to observe

**Include free form text box for any additional comments.*

This individual operates with urgency, transparency, and accountability.

1. Unacceptable
2. Acceptable
3. Effective
4. Very Effective



-
5. No opportunity to observe

**Include free form text box for any additional comments.*

This individual is honest and transparent regardless of the situation.

1. Unacceptable
2. Acceptable
3. Effective
4. Very Effective
5. No opportunity to observe

**Include free form text box for any additional comments.*

This individual is consistent in communicating to their own agency what is happening at the enterprise level (executive branch).

1. Unacceptable
2. Acceptable
3. Effective
4. Very Effective
5. No opportunity to observe

**Include free form text box for any additional comments.*

This individual regularly shares what is happening within their agency.

1. Unacceptable
2. Acceptable
3. Effective
4. Very Effective
5. No opportunity to observe



**Include free form text box for any additional comments.*

This individual builds DEI organizational capacity.

1. Unacceptable
2. Acceptable
3. Effective
4. Very Effective
5. No opportunity to observe

**Include free form text box for any additional comments.*

This individual fosters and promotes an inclusive workplace environment.

1. Unacceptable
2. Acceptable
3. Effective
4. Very Effective
5. No opportunity to observe

**Include free form text box for any additional comments.*

What are some leadership strengths you've observed in this individual?

What are some leadership opportunities for growth in this individual?

Additional comments or feedback