

## EMPLOYEE EVALUATION OF SUPERVISOR

Department \_\_\_\_\_ Supervisor \_\_\_\_\_ Dean \_\_\_\_\_

**Purpose:** Departments are encouraged to establish a system of performance evaluations of supervisors by employees that reflects an impartial rating of each supervisor's performance. Appraisals can be a positive means to assist the supervisor in improving job performance. Appraisals afford employees the opportunity to clarify what they expect of the supervisor in attaining the goals of the department.

Supervisor performance evaluations should be conducted on a periodic basis (at least annually) and should not reflect personal prejudice, bias, or favoritism on the part of the employees for the rating or review. It is important to be positive in all evaluations. Remember performance is being measured, not the supervisor's value as a person. To preserve anonymity of the employees conducting the evaluation, this form does not require a signature.

Please evaluate the supervision you have received as it relates to the areas listed below. The rating scale is as follows:

Strongly Agree	5
Agree	4
Does Not Apply	3
Disagree	2
Strongly Disagree	1

### **My Supervisor:**

- \_\_\_\_\_ Seeks to provide me with appropriate training opportunities.
- \_\_\_\_\_ Understands my job and what I do well enough to help me with problems.
- \_\_\_\_\_ Creates a vision and strategy for my area.
- \_\_\_\_\_ Possesses the knowledge, skills, and/or experience necessary to perform job.
- \_\_\_\_\_ Pulls share of the work load.
- \_\_\_\_\_ Is available when needed.
- \_\_\_\_\_ Has a positive attitude and encourages an enjoyable work environment.
- \_\_\_\_\_ Practices good customer service.
- \_\_\_\_\_ Resolves employee conflicts in an appropriate manner.
- \_\_\_\_\_ Is impartial.
- \_\_\_\_\_ Models a high standard of performance in doing the work.
- \_\_\_\_\_ Effectively holds me accountable for the way I do my work.
- \_\_\_\_\_ Communicates clearly and concisely expectations, assignments, and/or instructions.
- \_\_\_\_\_ Regularly solicits and/or is open to my input about how to improve our department.
- \_\_\_\_\_ Exercises good judgment in college and departmental business.
- \_\_\_\_\_ Delegates authority when appropriate.
- \_\_\_\_\_ Provides fair and timely feedback on my performance.
- \_\_\_\_\_ Maintains appropriate confidentiality.
- \_\_\_\_\_ Encourages an atmosphere of respect for all employees.
- \_\_\_\_\_ Follows through on commitments.

If you have noted concerns or problems with your supervisor, have you shared them with the supervisor?

\_\_\_\_\_yes

\_\_\_\_\_no

If no, why not?

**EXPLANATIONS/COMMENTS:**