Los Rios Community College District

**Supervisor’s Self-Evaluation/Staff Feedback Survey**

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please write your comments on a blank sheet of paper and attach it to the Scantron form, is available. If a Scantron is unavailable, circle the desired rating under each applicable comment. A rating of “0” indicates that you have no opinion, no knowledge, or that the item is not applicable. A ranking of “)” will not be counted against the employee.

5 – Excellent 4 – Very Good 3 – Satisfactory 2 – Needs Improvement 1 – Unacceptable 0 – N/A

**Leadership**

1. The supervisor practices effective planning, budgeting, and organizing skills.

5 4 3 2 1 0

1. The supervisor demonstrates the ability to facilitate conflict resolutions.

5 4 3 2 1 0

1. The supervisor helps create a climate of support for innovation, new approaches and new ideas.

5 4 3 2 1 0

1. The supervisor keeps abreast of the current issues, methods, policies, and practices related to the assignment.

5 4 3 2 1 0

1. The supervisor anticipates problems and facilitates the development of solutions to these problems.

5 4 3 2 1 0

1. The supervisor participates in activities that promote professional growth and development.

5 4 3 2 1 0

**Human Relations**

1. The supervisor demonstrates the ability to motivate staff and colleagues.

5 4 3 2 1 0

1. The supervisor demonstrates effective team-building skills.

5 4 3 2 1 0

1. The supervisor is approachable to others.

5 4 3 2 1 0

1. The supervisor demonstrates the ability to systematically develop the skills of staff and/or colleagues.

5 4 3 2 1 0

1. The supervisor recognizes staff accomplishments effectively.

5 4 3 2 1 0

1. The supervisor demonstrates the ability to work cooperative and harmoniously with staff.

5 4 3 2 1 0

1. The supervisor demonstrates a commitment to the diversity of staff and students.

5 4 3 2 1 0

1. The supervisor establishes a service orientation to those who are directly affected by the office.

5 4 3 2 1 0

**Communication**

1. The supervisor encourages openness and two-communication.

5 4 3 2 1 0

1. The supervisor demonstrates effective listening skills.

5 4 3 2 1 0

1. The supervisor provides clear direction, expectations and feedback to staff and colleagues as projects/activities progress.

5 4 3 2 1 0

1. The supervisor demonstrates effective verbal and written communication skills.

5 4 3 2 1 0

1. The supervisor develops effective timelines, meets deadlines, and prepares accurate reports and records appropriate to the operation of the unit. He / she assists staff, as appropriate, to do the same.

5 4 3 2 1 0

**Personal Qualities**

1. The supervisor demonstrates good judgment and common sense in dealing with non-routine or unanticipated situations.

5 4 3 2 1 0

1. The supervisor demonstrates the ability to arrive to sound decisions based on available data.

5 4 3 2 1 0

1. The supervisor produces work products of high quality.

5 4 3 2 1 0

1. The supervisor demonstrates stability in mentally and emotionally stressful situations.

5 4 3 2 1 0

1. The supervisor uses sound supervisory principles resulting in consistent, non-capricious decisions.

5 4 3 2 1 0

1. The supervisor demonstrates effective time management and priority setting skills.

5 4 3 2 1 0

1. The supervisor demonstrates an appropriate balance between the operational responsibilities and the innovative responsibilities of the current assignment.

5 4 3 2 1 0

Employment status of respondent (optional):

1 – Manager 2 – Tenure-Track Faculty 3 – Temporary Faculty 4 – Classified 5 – Supervisor

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