

Supervisor's Self-Evaluation and Narrative

Supervisor _____ Employee ID _____

Position _____

Work Location _____

Please write your comments on page 3 and your narrative on page 4. Indicate the rating you would provide your performance under each item.. A rating of "5" is for Excellent and "1" is for Unacceptable.

5 – Excellent 4 – Very Good 3 – Satisfactory 2 – Needs Improvement 1 – Unacceptable

Performance of Job Duties

1. The supervisor demonstrates knowledge of the duties they are required to perform.

5 4 3 2 1

2. The supervisor is able to achieve unit workloads and complete assignments.

5 4 3 2 1

3. The supervisor administers rules and regulations.

5 4 3 2 1

4. The supervisor performs responsibilities and achieves objectives of their assignment.

5 4 3 2 1

Leadership

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

5 4 3 2 1

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

5 4 3 2 1

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

5 4 3 2 1

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

5 4 3 2 1

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

5 4 3 2 1

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

5 4 3 2 1

Human Relations

11. The supervisor demonstrates the ability to motivate staff and colleagues.
5 4 3 2 1
12. The supervisor demonstrates effective team-building skills.
5 4 3 2 1
13. The supervisor is approachable to others.
5 4 3 2 1
14. The supervisor demonstrates the ability to systematically develop the skills of staff and/or colleagues.
5 4 3 2 1
15. The supervisor recognizes staff accomplishments effectively.
5 4 3 2 1
16. The supervisor recruits, hires and retains diverse staff.
5 4 3 2 1
17. The supervisor demonstrates the ability to work cooperatively and harmoniously with staff.
5 4 3 2 1
18. The supervisor demonstrates a commitment to the diversity of staff and students.
5 4 3 2 1
19. The supervisor establishes a service orientation to those who are directly affected by the office.
5 4 3 2 1

Communication

20. The supervisor encourages openness and two-way communication.
5 4 3 2 1
21. The supervisor demonstrates effective listening skills.
5 4 3 2 1
22. The supervisor provides clear direction, expectations and feedback to staff and colleagues as projects/activities progress.
5 4 3 2 1
23. The supervisor demonstrates effective verbal and written communication skills.
5 4 3 2 1
24. The supervisor develops effective timelines, meets deadlines, and prepares accurate reports and records appropriate to the operation of the unit. The supervisor assists staff, as appropriate, to do the same.
5 4 3 2 1

Personal Qualities

25. The supervisor demonstrates good judgment and common sense in dealing with non-routine or unanticipated situations.
5 4 3 2 1
26. The supervisor demonstrates the ability to arrive at sound decisions based on available data.
5 4 3 2 1

27. The supervisor produces work products of high quality.
5 4 3 2 1
28. The supervisor demonstrates stability in mentally and emotionally stressful situations.
5 4 3 2 1
29. The supervisor uses sound supervisory principles resulting in consistent, non-capricious decisions.
5 4 3 2 1
30. The supervisor demonstrates effective time management and priority setting skills.
5 4 3 2 1
31. The supervisor demonstrates an appropriate balance between the operational responsibilities and the innovative responsibilities of the current assignment.
5 4 3 2 1
32. The supervisor commits to self-growth and progress by participating in DEI professional development.
5 4 3 2 1

Diversity, Equity and Inclusion Competencies

33. The supervisor creates inclusive, equity-driven environments.
5 4 3 2 1
34. The supervisor uses data to uncover inequitable outcomes.
5 4 3 2 1
35. The supervisor demonstrates leadership and commitment to DEI.
5 4 3 2 1

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COMMENTS:

From 5.4.3 of the LRSA CBA: Additional Diversity, Equity and Inclusion Competencies Themes;

- Cultural competencies - demonstrates ongoing awareness of the diverse, fluid, and intersectional nature of cultural and social identities, applying this understanding to create inclusive, equity-driven environments and inform problem-solving, policies, and practices that support student and community success.
- Uses data to uncover inequitable outcomes measured through equity-mindedness that calls out racialized patterns in the data, policies, and practices to inform strategies to improve equitable student outcomes and success.
- Demonstrates leadership and commitment to diversity, equity, inclusion, and anti-racism by advancing race-conscious and asset-based practices, engaging in DEI initiatives and scholarship, supporting minoritized students through inclusive programs and advising, and fostering a culturally responsive learning and working environment.

Please describe below how you have met these objectives, or plan to in the future.

NARRATIVE: