

Supervisor's Staff Feedback Survey

Supervisor _____

Position _____

Work Location _____

Please write your comments on the last page. Indicate the desired rating under each item. A rating of "0" indicates that you have no opinion, no knowledge, or that the item is not applicable. A ranking of "0" will not be counted against the employee. A rating of "5" is for Excellent and "1" is for Unacceptable.

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

Performance of Job Duties

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

5 4 3 2 1 0

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

5 4 3 2 1 0

3. The supervisor administers rules and regulations.

5 4 3 2 1 0

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

5 4 3 2 1 0

Leadership

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

5 4 3 2 1 0

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

5 4 3 2 1 0

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

5 4 3 2 1 0

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

5 4 3 2 1 0

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

5 4 3 2 1 0

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

5 4 3 2 1 0

Human Relations

- | | | | | | | | |
|-----|--|---|---|---|---|---|---|
| 11. | The supervisor demonstrates the ability to motivate staff and colleagues. | 5 | 4 | 3 | 2 | 1 | 0 |
| 12. | The supervisor demonstrates effective team-building skills. | 5 | 4 | 3 | 2 | 1 | 0 |
| 13. | The supervisor is approachable to others. | 5 | 4 | 3 | 2 | 1 | 0 |
| 14. | The supervisor demonstrates the ability to systematically develop the skills of staff and/or colleagues. | 5 | 4 | 3 | 2 | 1 | 0 |
| 15. | The supervisor recognizes staff accomplishments effectively. | 5 | 4 | 3 | 2 | 1 | 0 |
| 16. | The supervisor recruits, hires and retains diverse staff. | 5 | 4 | 3 | 2 | 1 | 0 |
| 17. | The supervisor demonstrates the ability to work cooperatively and harmoniously with staff. | 5 | 4 | 3 | 2 | 1 | 0 |
| 18. | The supervisor demonstrates a commitment to the diversity of staff and students. | 5 | 4 | 3 | 2 | 1 | 0 |
| 19. | The supervisor establishes a service orientation to those who are directly affected by the office. | 5 | 4 | 3 | 2 | 1 | 0 |

Communication

- | | | | | | | | |
|-----|---|---|---|---|---|---|---|
| 20. | The supervisor encourages openness and two-way communication. | 5 | 4 | 3 | 2 | 1 | 0 |
| 21. | The supervisor demonstrates effective listening skills. | 5 | 4 | 3 | 2 | 1 | 0 |
| 22. | The supervisor provides clear direction, expectations and feedback to staff and colleagues as projects/activities progress. | 5 | 4 | 3 | 2 | 1 | 0 |
| 23. | The supervisor demonstrates effective verbal and written communication skills. | 5 | 4 | 3 | 2 | 1 | 0 |
| 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 | 0 |

Personal Qualities

25. The supervisor demonstrates good judgment and common sense in dealing with non-routine or unanticipated situations.
- 5 4 3 2 1 0
26. The supervisor demonstrates the ability to arrive to sound decisions based on available data.
- 5 4 3 2 1 0
27. The supervisor produces work products of high quality.
- 5 4 3 2 1 0
28. The supervisor demonstrates stability in mentally and emotionally stressful situations.
- 5 4 3 2 1 0
29. The supervisor uses sound supervisory principles resulting in consistent, non-capricious decisions.
- 5 4 3 2 1 0
30. The supervisor demonstrates effective time management and priority setting skills.
- 5 4 3 2 1 0
31. The supervisor demonstrates an appropriate balance between the operational responsibilities and the innovative responsibilities of the current assignment.
- 5 4 3 2 1 0
32. The supervisor commits to self-growth and progress by participating in DEI professional development.
- 5 4 3 2 1 0

Diversity, Equity and Inclusion Competencies

33. The supervisor creates inclusive, equity-driven environments.
- 5 4 3 2 1 0
34. The supervisor uses data to uncover inequitable outcomes.
- 5 4 3 2 1 0
35. The supervisor demonstrates leadership and commitment to DEI.
- 5 4 3 2 1 0

Employment status of respondent (optional):

1 – Manager

2 – Faculty (Regular/Adjunct)

3– Regular Classified

4 – Supervisor

:forms\supervisor self-evaluation\staff feedback survey

Comments: