

## Supervisor's Self-Evaluation and Narrative

Supervisor \_\_\_\_\_

Position \_\_\_\_\_

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

Please write your narrative and any comments on the last pages. Indicate the rating you would provide your performance under each item. A rating of "0" indicates that the item is not applicable. A ranking of "0" will not be counted against employees. 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

### Leadership

1. The supervisor practices effective planning, budgeting, and organizing skills.  
5                      4                      3                      2                      1                      0
2. The supervisor demonstrates the ability to facilitate conflict resolutions.  
5                      4                      3                      2                      1                      0
3. The supervisor helps create a climate of support for innovation, new approaches and new ideas.  
5                      4                      3                      2                      1                      0
4. The supervisor keeps abreast of the current issues, methods, policies, and practices related to the assignment.  
5                      4                      3                      2                      1                      0
5. The supervisor anticipates problems and facilitates the development of solutions to these problems.  
5                      4                      3                      2                      1                      0
6. The supervisor participates in activities that promote professional growth and development.  
5                      4                      3                      2                      1                      0

### Human Relations

7. The supervisor demonstrates the ability to motivate staff and colleagues.  
5                      4                      3                      2                      1                      0
8. The supervisor demonstrates effective team-building skills.  
5                      4                      3                      2                      1                      0
9. The supervisor is approachable to others.  
5                      4                      3                      2                      1                      0
10. The supervisor demonstrates the ability to systematically develop the skills of staff and/or colleagues.  
5                      4                      3                      2                      1                      0
11. The supervisor recognizes staff accomplishments effectively.  
5                      4                      3                      2                      1                      0
12. The supervisor demonstrates the ability to work cooperative and harmoniously with staff.  
5                      4                      3                      2                      1                      0

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

5 4 3 2 1 0

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

5 4 3 2 1 0

### **Communication**

15. The supervisor encourages openness and two-way communication.

5 4 3 2 1 0

16. The supervisor demonstrates effective listening skills.

5 4 3 2 1 0

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

5 4 3 2 1 0

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

5 4 3 2 1 0

19. 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**

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

5 4 3 2 1 0

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

5 4 3 2 1 0

22. The supervisor produces work products of high quality.

5 4 3 2 1 0

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

5 4 3 2 1 0

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

5 4 3 2 1 0

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

5 4 3 2 1 0

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

5 4 3 2 1 0

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Employment status of respondent (optional):

1 – Manager

2 – Tenure-Track Faculty

3 – Temporary Faculty

4 – Classified

5 – Supervisor

:forms\supervisor self-evaluation/staff feedback survey

**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:**