

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

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-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 to 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

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: