

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

5	4	3	2	1	0
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14. The supervisor establishes a service orientation to those who are directly affected by the office.

5	4	3	2	1	0
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### **Communication**

15. The supervisor encourages openness and two-communication.

5	4	3	2	1	0
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16. The supervisor demonstrates effective listening skills.

5	4	3	2	1	0
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17. The supervisor provides clear direction, expectations and feedback to staff and colleagues as projects/activities progress.

5	4	3	2	1	0
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18. The supervisor demonstrates effective verbal and written communication skills.

5	4	3	2	1	0
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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
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### **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
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21. The supervisor demonstrates the ability to arrive to sound decisions based on available data.

5	4	3	2	1	0
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22. The supervisor produces work products of high quality.

5	4	3	2	1	0
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23. The supervisor demonstrates stability in mentally and emotionally stressful situations.

5	4	3	2	1	0
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24. The supervisor uses sound supervisory principles resulting in consistent, non-capricious decisions.

5	4	3	2	1	0
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25. The supervisor demonstrates effective time management and priority setting skills.

5	4	3	2	1	0
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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:**