

SUPERVISOR  
EVALUATED: \_\_\_\_\_

JOB  
TITLE: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

DATE OF  
EVALUATION: \_\_\_\_\_

Each employee needs to complete the Employee Assessment of Supervisor's Performance at the end of each academic year. The evaluating employee should complete this form and discuss it with his/her supervisor.

### WHO IS A SUPERVISOR

Anyone who supervises full-time, part-time, and/or student workers; includes Division Chairs and Department Chairs.

### PURPOSE OF EVALUATION

1. Serves as a useful tool in improving the performance of the organization
2. Provides an opportunity for feedback on how well employee and supervisor are fulfilling obligations to the organization and to each other.
3. Clarifies expectations of employee and supervisor roles

### PERFORMANCE ASSESSMENT RATING FACTORS & DISCUSSION POINTS

Rate the supervisor on his/her performance and contributions since the last review period.

<b>EXCEPTIONAL</b>	Performance consistently far exceeds expectations
<b>VERY GOOD</b>	Performance consistently exceeds normal expectations and job requirements
<b>ACCEPTABLE</b>	Performance usually meets expectations and minimum requirements for the job
<b>UNACCEPTABLE</b>	Performance is below the minimum acceptable level

#### 1. ACCESSIBILITY TO EMPLOYEE

☐ Exceptional      ☐ Very Good      ☐ Acceptable      ☐ Unacceptable

Comments \_\_\_\_\_

#### 2. RESPONSIVENESS TO NEW IDEAS AND EMPLOYEE'S SUGGESTIONS

☐ Exceptional      ☐ Very Good      ☐ Acceptable      ☐ Unacceptable

Comments \_\_\_\_\_

#### 3. PROVISION OF ENOUGH INFORMATION AND TIME TO COMPLETE ASSIGNED TASKS

☐ Exceptional      ☐ Very Good      ☐ Acceptable      ☐ Unacceptable

Comments \_\_\_\_\_

#### 4. SUPPORT OF EMPLOYEE'S PROFESSIONAL DEVELOPMENT

☐ Exceptional      ☐ Very Good      ☐ Acceptable      ☐ Unacceptable

Comments \_\_\_\_\_

#### 5. LEVEL OF FAIRNESS IN ALLOCATING PHYSICAL AND FISCAL RESOURCES FOR THE DEPARTMENT

☐ Exceptional      ☐ Very Good      ☐ Acceptable      ☐ Unacceptable

Comments \_\_\_\_\_

#### 6. LEVEL OF FAIRNESS IN ALLOCATING THE WORKLOAD WITHIN THE DEPARTMENT

☐ Exceptional      ☐ Very Good      ☐ Acceptable      ☐ Unacceptable

Comments \_\_\_\_\_

**7. DEVELOPMENT OF A SENSE OF TEAMWORK AMONG MEMBERS OF THE DEPARTMENT**

☐ Exceptional      ☐ Very Good      ☐ Acceptable      ☐ Unacceptable

Comments \_\_\_\_\_

**8. LEVEL OF FAIRNESS IN APPLYING POLICIES AND PROCEDURES WITHIN THE DEPARTMENT**

☐ Exceptional      ☐ Very Good      ☐ Acceptable      ☐ Unacceptable

Comments \_\_\_\_\_

**9. EFFECTIVENESS IN CONFRONTING AND RESOLVING PROBLEMS ASSOCIATED WITH THE DEPARTMENT**

☐ Exceptional      ☐ Very Good      ☐ Acceptable      ☐ Unacceptable

Comments \_\_\_\_\_

**10. EFFECTIVENESS IN PLANNING AND PREPARING FOR FUTURE NEEDS OF THE DEPARTMENT / COLLEGE**

☐ Exceptional      ☐ Very Good      ☐ Acceptable      ☐ Unacceptable

Comments \_\_\_\_\_

**STRENGTHS OF SUPERVISOR**

**SUGGESTED AREAS OF IMPROVEMENT FOR SUPERVISOR**

**WHAT CAN BE DONE TO IMPROVE THE PERFORMANCE OF THE DEPARTMENT AND ITS CONTRIBUTION TO THE MISSION OF THE COLLEGE?**

**DATE OF DISCUSSION:** \_\_\_\_\_

**EVALUATOR SIGNATURE:** \_\_\_\_\_

**EVALUATED SUPERVISOR SIGNATURE:** \_\_\_\_\_

*Note to evaluated supervisor: when discussion / evaluation is completed, please forward to your supervisor.*