Supervisor Self-Assessment

M|I|C/A

Please respond to the following series of questions:	Yes	Sometimes	No
▪ I provide new employees with a copy of their position description.	☐	☐	☐
▪ The position description and standards of performance are discussed with each new employee within their first 90 days of employment.	☐	☐	☐
▪ Each employee is annually informed of the expected standards of performance.	☐	☐	☐
▪ Employees are encouraged to ask questions about assignments and give feedback regarding their understanding of expectations.	☐	☐	☐
▪ I frequently praise employees for their good work.	☐	☐	☐
▪ I inform employees when they are not meeting expectations.	☐	☐	☐
▪ I wait until I have numerous examples of poor performance before "confronting" an employee.	☐	☐	☐
▪ Whenever position requirements change, I provide the employee with a revised position description.	☐	☐	☐
▪ I meet with each employee on a regular basis to discuss job-related issues.	☐	☐	☐
▪ Staff reporting to me generally know where they stand with me.	☐	☐	☐
▪ I alert employees several days in advance of the performance appraisal meeting.	☐	☐	☐
▪ I schedule the meeting for a mutually agreeable time.	☐	☐	☐
▪ I provide the employee with a draft of my appraisal before the meeting.	☐	☐	☐
▪ I give the employee the opportunity to prepare a self- appraisal to bring to the meeting.	☐	☐	☐
▪ I document areas that need improvement at the time of the performance appraisal.	☐	☐	☐
▪ I allow adequate time for full discussion during the meeting.	☐	☐	☐
▪ I try to avoid surprising the employee with anything I say during the meeting.	☐	☐	☐
▪ I do not finalize the evaluation before discussion with the employee.	☐	☐	☐
▪ I require the employee to set goals and an action plan for the next period.	☐	☐	☐

If you wish to complete a more extensive assessment please contact Human Resources.