

REVERSE APPRAISAL FOR SUPERVISORS (“BOTTOM UP” EVALUATION)
WESTERN KENTUCKY UNIVERSITY

NAME OF INDIVIDUAL BEING EVALUATED:			
DEPARTMENT:		DATE:	

INSTRUCTIONS

THIS FORM IS FOR THE PURPOSE OF GIVING ANONYMOUS AND VOLUNTARY FEEDBACK TO YOUR SUPERVISOR REGARDING HIS OR HER PERFORMANCE. EMPLOYEES ARE NOT TO USE THIS PROCESS TO BE OVERLY CRITICAL OF THEIR SUPERVISOR, BUT COMMENTS ARE TO BE HONEST, CONSTRUCTIVE, AND STATED IN A PROFESSIONAL MANNER. LIKEWISE, SUPERVISORS ARE NOT TO RETALIATE AGAINST EMPLOYEES FOR ANY NEGATIVE INFORMATION INDICATED. IF YOU NEED ASSISTANCE YOU MAY CONTACT THE DEPARTMENT OF HUMAN RESOURCES.

IN THE SPACE BESIDE EACH PERFORMANCE FACTOR, PROVIDE A RATING ACCORDING TO THE SCALE. COMPLETED FORMS SHOULD BE RETURNED DIRECTLY TO YOUR SUPERVISOR'S SUPERVISOR IN AN ENVELOPE MARKED “CONFIDENTIAL”

RATING SCALE

1=STRONGLY DISAGREE	2=DISAGREE	X=NO OPINION	3=AGREE	4=STRONGLY AGREE
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| <input type="checkbox"/> | | A. SUPERVISOR HAS A POSITIVE ATTITUDE. |
| <input type="checkbox"/> | | B. SUPERVISOR LISTENS TO EMPLOYEE CONCERNS |
| <input type="checkbox"/> | | C. SUPERVISOR PULLS HIS/HER FAIR SHARE OF THE WORK LOAD. |
| <input type="checkbox"/> | | D. SUPERVISOR IS AVAILABLE WHEN NEEDED. |
| <input type="checkbox"/> | | E. SUPERVISOR IS RECEPTIVE TO CONCERNS ABOUT HIS/HER PERFORMANCE. |
| <input type="checkbox"/> | | F. SUPERVISOR SUPPORTS IMPROVEMENT IN THE DEPARTMENT. |
| <input type="checkbox"/> | | G. SUPERVISOR ENCOURAGES AN ENJOYABLE WORK ENVIRONMENT. |
| <input type="checkbox"/> | | H. SUPERVISOR ACCEPTS ACCOUNTABILITY FOR OWN ACTIONS. |
| <input type="checkbox"/> | | I. SUPERVISOR SUPPORTS STAFF IN PROFESSIONAL DEVELOPMENT. |
| <input type="checkbox"/> | | J. SUPERVISOR PRACTICES GOOD CUSTOMER SERVICE. |
| <input type="checkbox"/> | | K. SUPERVISOR HOLDS STAFF ACCOUNTABLE FOR PERFORMANCE. |
| <input type="checkbox"/> | | L. SUPERVISOR COMMUNICATES UNIVERSITY GOALS AND INITIATIVES TO DEPARTMENT. |
| <input type="checkbox"/> | | M. SUPERVISOR COMMUNICATES UNIT GOALS AND PRIORITIES TO DEPARTMENT. |
| <input type="checkbox"/> | | N. SUPERVISOR PROVIDES HELPFUL DIRECTION ON TASKS. |
| <input type="checkbox"/> | | O. SUPERVISOR CLEARLY COMMUNICATES PERFORMANCE EXPECTATIONS. |
| <input type="checkbox"/> | | P. SUPERVISOR RESOLVES EMPLOYEE CONFLICTS IN AN APPROPRIATE MANNER. |
| <input type="checkbox"/> | | Q. SUPERVISOR SUPPORTS A DIVERSE WORK ENVIRONMENT. |

COMMENTS