

## Supervision Feedback Form

Supervisees may be asked to complete up to twice per year

### **Feedback tool for managers in Children's Operational Services:**

This questionnaire is designed to give supervisors clear feedback on their performance, print these sheets for each person supervised and ask them for their honest appraisal of your approach, use a specially designated session to consider their responses with them and agree any changes you would both like to make.

### **Supervisor's Name:**

Below are some statements that may describe the actions of your supervisor. Think how frequently this person engages in the behaviour described by each statement.

Scoring is on a 4 point scale:

1	2	3	4
Very Often	Often	Sometimes	Rarely

**In which areas (pick up to 5) would you most like to see this person improve?  
Put a star or tick by these.**

Question Area	Very Often	Often	Some-times	Rarely	Is this one of the 5 priority areas? ✓★
Finds time to listen to me outside my regular supervision if I need it	1	2	3	4	
Provides me with regular punctual supervision, for which s/he is prepared	1	2	3	4	
Provides me with accurate and helpful information including research	1	2	3	4	
Communicates openly and frankly, and encourages me to act in the same way	1	2	3	4	
Provides opportunities for me to work with others	1	2	3	4	

<b>Question Area</b>	<b>Very Often</b>	<b>Often</b>	<b>Some-times</b>	<b>Rarely</b>	<b>Is this one of the 5 priority areas? ✓★</b>
Discusses plans and problems with me to find out what I think	1	2	3	4	
Seeks my opinions, suggestions and ideas	1	2	3	4	
Is willing to make change in practice based on what I say	1	2	3	4	
Allows and encourages me to use my skills and abilities fully in my work	1	2	3	4	
Handles my mistakes in a way which allows me to learn and grow	1	2	3	4	
Expects me to produce good work on time and monitors to see that it is done	1	2	3	4	
Delegates work and then expects me to go ahead, use good judgement, and make decisions	1	2	3	4	
Encourages me to use creative and innovative solutions to problems	1	2	3	4	
Recognises and praises my good performance	1	2	3	4	
Helps me deal with frustrations about the work, deadlines and lack of resources	1	2	3	4	
Moves quickly and effectively when problems arise	1	2	3	4	

<b>Question Area</b>	<b>Very Often</b>	<b>Often</b>	<b>Some-times</b>	<b>Rarely</b>	<b>Is this one of the 5 priority areas? ✓★</b>
Gives me a model of excellent work performance for me to live up to	1	2	3	4	
Establishes measurable and realistic work targets and deadlines	1	2	3	4	
Maintains an interest in progress particularly when the work is long term	1	2	3	4	
Conducts regular and constructive performance review/appraisal discussions	1	2	3	4	
Emphasises my strong points and strengths	1	2	3	4	
Is clear with me about areas where I need to develop further	1	2	3	4	
Is easy to communicate with when things aren't going well	1	2	3	4	
Does not change commitments without a discussion with people who will be affected	1	2	3	4	
Places the interests and concerns of others before his or her own	1	2	3	4	

Adapted from Assessment of Work Group Leader by Philip W. Cooke, DSW, UNC-Chapel Hill School of Social Work.

