

# AS Employee-to-Supervisor Evaluation (2014-2015)

**Employee's Name:**

**Supervisor's Name:**

**Employee's Job Title:**

**Supervisor's Job Title:**

*Please circle the appropriate rating and **add comments***

**1. Availability and Approachability-**Supervisor is accessible and available to you regularly. They are approachable, open-minded, willing to discuss difficult issues, and receptive to feedback.

Above Expectations	Meets Expectations	Needs Improvement	N/A
5	4	3	2 1 0

**Comment**

**2. Professionalism-** Supervisor shares confidential information appropriately and only as necessary. They maintain appropriate professional boundaries with fellow workers and is a positive representative of the Associated Students and the \_\_\_\_\_ (insert office/department).

Above Expectations	Meets Expectations	Needs Improvement	N/A
5	4	3	2 1 0

**Comment**

**3. Diversity/Enclusivity-** Supervisor serves as a role model in promoting an inclusive and respectful community. Helps to develop and sustain an environment that recognizes, respects, includes, fosters and maximizes the strengths and differences among the \_\_\_\_\_ (insert office/department).

Above Expectations	Meets Expectations	Needs Improvement	N/A
5	4	3	2 1 0

**Comment**

**4. Staff Development-** Supervisor provides leadership, training, and guidance to staff. They allot resources for developmental experiences and provide opportunities for application of new learning.

Above Expectations	Meets Expectations	Needs Improvement	N/A
5	4	3	2 1 0

**Comment:**

	Above Expectations	Meets Expectations	Needs Improvement	N/A
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5	4	3	2	1	0
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**5. Administration-** Supervisor completes administrative responsibilities on time, accurately and completely. They hold staff accountable for administrative processes, and provide you with information and resources when requested.

**Comment:**

	Above Expectations	Meets Expectations	Needs Improvement	N/A
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5	4	3	2	1	0
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**6. Individual and Group Supervision-** Supervisor holds staff -and individual supervision meetings-. Supervisor holds staff accountable for job responsibilities and is well-informed about staff performance. Supervisor provides regular informal feedback about your job performance and is open to hearing your feedback about their job performance.

**Comment:**

	Above Expectations	Meets Expectations	Needs Improvement	N/A
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5	4	3	2	1	0
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**7. General-**Has a positive attitude towards job, displays positive self-care, sets and meets goals, maintains healthy balance

**Comment:**

**Strengths -** Areas supervisor excels in. Comment on things they have done which have been helpful to you.

**Areas for Improvement -** Things that Supervisor could do to increase their work performance.

**Training and Development Suggestions-**

**By signing this, I acknowledge that this document has been filled out by the employee, reviewed by the supervisor, discussed between the two, and will be delivered to the Personnel Office.**

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**(date)**

\_\_\_\_\_  
**SUPERVISOR SIGNATURE**

\_\_\_\_\_  
**(date)**

**Personnel Office Use Only:**

Date received \_\_\_\_\_

\_\_\_\_\_  
Personnel Staff Signature