

# AS Employee-to-Supervisor Evaluation (2015-2016)

**Employee's Name:**

**Supervisor's Name:**

**Employee's Job Title:**

**Supervisor's Job Title:**

*This evaluation is designed to facilitate communication between you and your supervisor. By answering the questions completely and openly, you will be providing your supervisor with the information they need to perform their responsibilities to the best of their ability. Once you have completed the questions and your self-evaluation, you will meet with your supervisor and discuss the evaluations. The answers to the questions and your discussion with your supervisor will remain confidential. The Personnel Office will keep the evaluations, which you can request to see at any time.*

*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.

**Comment**

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

**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).

**Comment**

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

**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). An example would be respects pronouns, and reminds other employees to also continue respecting pronouns.

**Comment**

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

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

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

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

**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.**

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

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

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

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

**Personnel Office Use Only:**

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

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