

**Roger Williams University
EVALUATION OF SUPERVISOR**

Date: _____ Supervisor's Name: _____

Your Name: _____ Your Classif. /Department: _____

(voluntary)

Evaluations of supervisors by employees is an important process for providing supervisors with an assessment of the quality of their work. Annual supervisor assessments can be used to compliment a supervisor for doing a good job. Annual assessments can also identify areas for improvement. Evaluations can strengthen communications between supervisors and employees.

Evaluations will be incorporated into the annual review of the supervisor. Evaluations should be sent to the Office of Human Resources.

E=Excellent, G=Good, S=Satisfactory, N=Needs Work, U=Unsatisfactory, Ø=No Opinion

Performs Supervisory Functions

Provides ongoing positive and negative feedback	E	G	S	N	U	Ø
Makes expectations known	E	G	S	N	U	Ø
Is tactful and considerate	E	G	S	N	U	Ø
Promotes teamwork and good working relationships	E	G	S	N	U	Ø
Recognizes and addresses concerns in a timely manner	E	G	S	N	U	Ø
Delegates authority appropriately	E	G	S	N	U	Ø
Provides training of new employees	E	G	S	N	U	Ø
Provides direction of work	E	G	S	N	U	Ø
Communicates openly and honestly with peers, staff and administration	E	G	S	N	U	Ø

Comments: _____

Develops Innovative Procedures

Is receptive to new ideas	E	G	S	N	U	Ø
Is receptive to questions	E	G	S	N	U	Ø
Encourages initiative and innovation	E	G	S	N	U	Ø

Comments: _____

Maintains Positive Work Environment

Recognizes contributions	E	G	S	N	U	Ø
Motivates workers	E	G	S	N	U	Ø
Provides relaxed yet efficient work atmosphere	E	G	S	N	U	Ø
Encourages staff development	E	G	S	N	U	Ø
Demonstrates equity and inclusion practices	E	G	S	N	U	O

Comments: _____

Knows the Operations of the Department

Understands employee workload	E	G	S	N	U	Ø
Is alert to potential problems	E	G	S	N	U	Ø
Keeps staff informed about department and University developments	E	G	S	N	U	Ø
Effective at problem solving	E	G	S	N	U	Ø
Effective managing conflict	E	G	S	N	U	Ø

Comments: _____

Work Habits

Acknowledges own limitations and mistakes	E	G	S	N	U	Ø
Maintains a positive work attitude	E	G	S	N	U	Ø
Uses time efficiently and effectively	E	G	S	N	U	Ø
Demonstrates a good work ethic	E	G	S	N	U	Ø

Comments: _____

Please use the bottom and back of this sheet as space for expanding on any comments above or to make any additional comments.