

# Supervisor Evaluation

Immediate Supervisor \_\_\_\_\_

Date \_\_\_\_\_

The intent of this evaluation is to solicit information regarding the professional relationship between you and your immediate supervisor with the sole conclusion being improvement.

Summarize the critical elements of the immediate supervisor's performance, in your opinion, using one of the following ratings:

1 = Excellent

2 = Satisfactory

3 = Unsatisfactory

Since improvement is the intended outcome, please use the comment section at the end of this document to provide additional information, particularly suggestions.

- 1. Displays a positive attitude. \_\_\_\_\_
- 2. Sets a good example. \_\_\_\_\_
- 3. Displays leadership abilities. \_\_\_\_\_
- 4. Follows through on commitments. \_\_\_\_\_
- 5. Demonstrates fairness in assigning equitable shares of work assignments. \_\_\_\_\_
- 6. Gives clear directions and allows feedback/comments. \_\_\_\_\_
- 7. Accepts suggestions from employees for improving work within the scope of the job description or job performance. \_\_\_\_\_
- 8. Gives recognition for accomplishments. \_\_\_\_\_
- 9. Displays good communications skills. \_\_\_\_\_
- 10. Responds to complaints promptly and with fairness. \_\_\_\_\_
- 11. Provides reasonable opportunities for training. \_\_\_\_\_

Comments/Suggestions: