

## Section VII. Supervisory Feedback Form (optional for employee)

Period of Review: January 1, 2010 – December 31, 2010

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Feedback is an important tool for future skill development, and therefore, we would like you to take a few minutes to provide performance feedback to your supervisor. Your feedback will give your supervisor information about his or her leadership skills and will assist Human Resources in developing meaningful educational opportunities. This completed form will have no impact on your employment with the UCC, but will serve as another means of communication between you and your supervisor. This form should be given to your supervisor during the scheduled face-to-face review meeting.

The leadership skills should be rated as:

**5 = Always    4 = Most Often    3 = Sometimes    2 = Rarely    1 = Never**

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Demonstrates technical knowledge of his or her job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides you with good direction, guidance, and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are clear about his/her expectations of you and your work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addresses problems quickly and sensitively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows staff to have input on team and individual goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fulfills work related commitments to you and other team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Values all team members by making sure their work related needs are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotes a respectful atmosphere among members which results in positive morale & cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegates work appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holds team members accountable for work production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains composure and self control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains a positive working relationship with other teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriately shares information which affects the whole team and values the opinions of team members when making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledges errors and corrects them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fosters within the team UCC values regarding inclusivity, diversity and mutual respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holds her/himself accountable to the same policies and expectations required of other staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please provide any additional feedback below – add sheets if necessary:**

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Employee signature \_\_\_\_\_ Date \_\_\_\_\_

I, supervisor, acknowledge that I have received this feedback \_\_\_\_\_

*Signature*

