

# SUPERVISOR FEEDBACK FORM FOR PERFORMANCE MANAGEMENT PROGRAM



**Employee's Name:**

**Title:**

**Role:**       *Administrative/Technical*       *Professional*       *Manager*

**Department:**

**Supervisor's Name:**

**Review period:**

**Date of Review:**

*This form is an optional part of the performance management process. It gives you a forum in which to provide constructive feedback on your supervisor's skills and leadership abilities. The information you provide in this form will be kept confidential from your supervisor. Please complete the form and give it to your supervisor's supervisor.*

**How well do the following describe your immediate supervisor? Please mark a checkmark along the rating line, using the following scale:**

- FBE*      *Falls Below Expectations*
- ME*      *Meets Expectations*
- EE*      *Exceeds Expectations*

**My supervisor:**

1. communicates a vision of the future to our group.	<i>FBE</i>	<i>ME</i>	<i>EE</i>
2. has set clear priorities for our group.	<i>FBE</i>	<i>ME</i>	<i>EE</i>
3. resolves conflicts effectively within our group.	<i>FBE</i>	<i>ME</i>	<i>EE</i>
4. copes effectively with changing situations.	<i>FBE</i>	<i>ME</i>	<i>EE</i>
5. has made our group stronger over time by making good staffing decisions, improving work systems, and tuning our organizational structure.	<i>FBE</i>	<i>ME</i>	<i>EE</i>
6. sets high but achievable standards of performance.	<i>FBE</i>	<i>ME</i>	<i>EE</i>
7. encourages new or creative ways of thinking.	<i>FBE</i>	<i>ME</i>	<i>EE</i>
8. inspires our group to constantly improve our performance.	<i>FBE</i>	<i>ME</i>	<i>EE</i>
9. is respected by members of the group.	<i>FBE</i>	<i>ME</i>	<i>EE</i>
10. gives me feedback that helps me improve my performance.	<i>FBE</i>	<i>ME</i>	<i>EE</i>
11. supports me when I take responsibility.	<i>FBE</i>	<i>ME</i>	<i>EE</i>

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12. supports my efforts to develop my skills.

<i>FBE</i>	<i>ME</i>	<i>EE</i>

13. encourages and reinforces teamwork.

<i>FBE</i>	<i>ME</i>	<i>EE</i>

14. is able to influence the decisions, priorities, and actions of people outside the group.

<i>FBE</i>	<i>ME</i>	<i>EE</i>

15. is constantly improving his or her skills and performance as a supervisor.

<i>FBE</i>	<i>ME</i>	<i>EE</i>

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**Below lists the competencies expected of all employees. Please mark a checkmark along the rating line.**

**Customer Focus** - Consistently meets the needs of internal and external customers.

<i>FBE</i>	<i>ME</i>	<i>EE</i>

**Teamwork** - Collaborates within and across work groups, building and maintaining rapport and cooperation with co-workers to meet the needs of customers.

<i>FBE</i>	<i>ME</i>	<i>EE</i>

**Respect for Others** - Demonstrates respect for people from a variety of ethnic, social and educational backgrounds by interacting in a civil and sensitive manner.

<i>FBE</i>	<i>ME</i>	<i>EE</i>

**Performance Initiative** - Continuously takes self-motivated steps toward achieving organizational goals.

<i>FBE</i>	<i>ME</i>	<i>EE</i>

**Application of Knowledge and Continuous Learning** - Effectively applies current knowledge and skills and keeps abreast of new knowledge and developments in one's areas of responsibility.

<i>FBE</i>	<i>ME</i>	<i>EE</i>

**Innovation and Managing Change** - Readily adapts to change, demonstrates a willingness to learn, and seeks new ideas to apply for positive results.

<i>FBE</i>	<i>ME</i>	<i>EE</i>

**Performance Management and Development**- Uses the performance management program effectively to develop and improve personal job performance (and that of others, where appropriate).

<i>FBE</i>	<i>ME</i>	<i>EE</i>

**What does your supervisor do well that you would like to see him or her continue to do?**

**What would you like to see your supervisor stop doing, start doing, or do differently?**

**Please add any other comments or suggestions:**

Employee  
Supervisor