

Immediate Supervisor Evaluation

This form is to be used to evaluate your immediate supervisor. The results of these evaluations will be considered in determining four of the 10-12 factors on which your supervisor is rated. The actual evaluation forms will only be seen by your supervisor's supervisor.

On a scale of 1-4, with 1 being the lowest and 4 being the highest, rate your supervisor in the following areas.

Supervisor's Name

Date

1. ***Job knowledge of your supervisor:*** *How knowledgeable is your supervisor in his/her technical area of expertise?* ***1234***

Comments _____

How well does he/she do his/her job?

1234

Comments _____

2. ***Interpersonal relations:*** *The willingness of and ability of your supervisor to communicate, cooperate, and work with co-workers and managers.*

1234

Comments _____

Supervisor treats me in a professional manner.

1234

Comments _____

There is a sense of trust between me and my supervisor.

1234

Comments _____

I feel I can communicate openly with my supervisor and that my comments are considered

1234

Comments _____

My supervisor gives me adequate feedback on how I'm performing my work.

1234

Comments _____

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3. **Creativity:** *The degree to which your supervisor suggests ideas, discovers new and better ways of accomplishing goals.*

1 2 3 4

Comments _____

4. **Adherence to Policy:** *The degree to which my supervisor fairly administers and adheres to rules and other regulations.*

1 2 3 4

Comments _____

5. **Problem Solving-Decision Making:** *Creativity, innovation and finding workable solutions to problems. How effective are the decisions of your supervisor?*

1 2 3 4

Comments _____

6. **Employee Development:** *My supervisor is supportive of training, educational opportunities, tools and equipment which allow me to perform better in my existing position.*

1 2 3 4

Comments _____

Signature of Evaluator

Date

**NOTE: Forms must be signed to be considered.*