

GEORGIA SOUTHWESTERN STATE UNIVERSITY

Supervisor Rating Form

Supervisor's Name:

Title:

Department/School:

Rating Period: February 1, 2010 – January 31, 2011

Instructions: Please rate your supervisor on the evaluation categories. Rate on a scale from Strongly Agree, Agree, Neutral, Disagree, and Strongly Disagree. If you do not have an opinion or do not have knowledge related to the specific statement, choose No Opinion/Not Sure. If your opinion is neither positive nor negative, choose neutral.

Job Competencies

My supervisor:

1. Has a clear understanding of my job duties:
2. Is knowledgeable about operational procedures:
3. Stays on top of technological advances associated with our department:
4. Effectively separates essential ideas from trivia; attends to detail when necessary
5. Makes timely decisions, is clear and decisive
6. Makes efficient use of departmental resources, effectively manages budgets
7. Educates staff on diversity issues in the workplace

General Comments on Job Competencies:

Leadership

My supervisor:

8. Is knowledgeable about the mission and goals of the department and the University:
9. Is effective in planning and establishing definite objectives for our department:
10. Effectively communicates the mission and goals to others; enlists others in a common vision;
11. Sets a good example for others to follow; is honest and fair-minded:
12. Encourages teamwork and is supportive; works effectively with other University offices:
13. Fosters collaboration by promoting cooperative goals and building trust:
14. Develops employee competence through effective delegation of responsibility and authority.

General Comments on Leadership:

Constituency/Service Orientation

My Supervisor:

15. Makes visible efforts to provide maximum services to constituencies/customers:
16. Advocates on behalf of the constituencies/customers:
17. Advocates on behalf of his/her employees:

General Comments on Constituency/Customer Services:

Interpersonal Relations

My Supervisor:

- 18. Consistently works well with others:

- 19. Is tactful and courteous:

- 20. Maintains composure under pressure:

- 21. Communicates effectively with me:

- 22. Recognizes individual contributions to the Department's success.

General Comments on Interpersonal Relations:

Overall Employee Comments:

Employee Signature (optional) _____

Date _____

