

GEORGIA SOUTHWESTERN STATE UNIVERSITY

SUPERVISOR RATING FORM

SUPERVISOR'S NAME:

TITLE:

DEPARTMENT/SCHOOL:

RATING PERIOD: February 1, 2003 - January 31, 2004

Employee:

Supervisor Evaluation

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, check No Opinion/Not Sure. If your opinion is neither positive nor negative, check neutral.

Job Competencies

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	No Opinion/ Not Sure
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My supervisor:

1. Has a clear understanding of his/her job duties:
2. Is knowledgeable about operational procedures:
3. Stays on top of technological advances associated with the job:
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. Makes special efforts to attract women and minorities in the hiring process:
8. Educates staff on diversity issues in the workplace:

General Comments on Job Competencies:

Supervisor Evaluation

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	No Opinion/ Not Sure
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Leadership

My supervisor:

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

General Comments on Leadership:

Supervisor Evaluation

Strongly Agree Agree Neutral Disagree Strongly Disagree No Opinion/ Not Sure

Constituency/ Service Orientation

My supervisor:

- 17. Makes visible efforts to provide maximum services to constituencies/customers:
- 18. Provides timely resolution to issues raised by constituencies/customers:
- 19. Advocates on behalf of the constituencies/customers:
- 20. Advocates on behalf of his/her employees:

General Comments on Constituency/Customer Services:

Supervisor Evaluation

Interpersonal Relations

Strongly Agree Agree Neutral Disagree Strongly Disagree No Opinion/ Not Sure

My supervisor:

- 21. Consistently works well with others:
- 22. Is tactful and courteous:
- 23. Maintains composure under pressure:
- 24. Communicates effectively with me:
- 25. Recognizes individual contributions to the department=success:

General Comments on Interpersonal Relations:

Overall Employee Comments:

Employee Signature _____
(required)

Date _____

Revised February 2004