

Evaluating A Supervisor/Manager

CGCC wants all employees to do well in their jobs. One tool we use to set goals and measure performance is the Annual Performance Review. In the past, your supervisor would evaluate your work performance, but there was no formal way for you to evaluate your supervisor's work performance.

Supervisors are responsible for creating a comfortable work climate. You know first-hand how well your supervisor is doing. You work closely with your supervisor all year long.

Everyone has a role in making CGCC successful, and that includes you. Your opinion counts. Your voice will be heard. Administrators will listen to what you have to say about your supervisor's work performance.

Why should I evaluate my supervisor's work performance?

Your opinion about your supervisor's effectiveness is important. It will help identify areas in which he/she is doing well and/or needs improvement. Your feedback will become part of your supervisor's performance evaluation and help him or her set goals for the year.

Me rate my boss? You have to be kidding!

Some employees may be uncomfortable about evaluating their supervisor. Remember:

- You will finish this evaluation before yours is started
- You send it directly to Human Resources
- Your information will be compiled aggregately and no indentifying information will be given to supervisors or managers
- This is an opportunity to give constructive feedback.

Will my opinion make a difference?

YES! The Human Resources will compile the results of all of the evaluations and the information you provide will be used to evaluate your supervisor's overall work performance and create a professional development plan during their Performance Evaluation.

So, how do I use this form?

Answer as honestly and fairly as you can. Use the form to evaluate your supervisor's work performance for the entire past year.

- Answer as fairly as you can
- Feel free to make comments (Please do!)
- When you are finished, submit it to Human Resources.

**Columbia Gorge Community College
EVALUATION OF SUPERVISOR**

Name: _____

Date: _____

Supervisor's Name: _____

Evaluations of supervisors by employees is an important process for providing supervisors with an assessment of the quality of their work. Annual supervisor evaluations can be used to compliment a supervisor for doing a good job. Annual evaluations can also identify areas for improvement. Evaluations can strengthen communications between supervisors and employees.

Employees have two options for evaluating supervisors:

- 1) Completing the Evaluation of Supervisor form.
- 2) Writing a memo evaluating the supervisor.

Evaluations received by the deadline will be incorporated into the annual review of the supervisor. Forms and/or memos should be sent to the Human Resources department by prior to the deadline.

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E=Excellent, G=Good, S=Satisfactory, N=Needs Work, U=Unsatisfactory, Ø=No Opinion

I. Supervisory Functions

Promotes teamwork and good working relationships	E	G	S	N	U	Ø
Recognizes and addresses concerns in a timely manner.	E	G	S	N	U	Ø
Delegates authority appropriately	E	G	S	N	U	Ø
Encourages and supports my involvement in training and development.	E	G	S	N	U	Ø
Provides a clear sense of purpose and direction, roles and responsibilities, for me individually and for our department.	E	G	S	N	U	Ø

Comments: _____

II. Effective Communication

Seeks input and new ideas from all team members	E	G	S	N	U	Ø
Keeps me informed on the status of my work and updates in the organization.	E	G	S	N	U	Ø
Communicates openly and honestly with peers, staff and administration	E	G	S	N	U	Ø
Provides open and constructive feedback	E	G	S	N	U	Ø

Comments: _____

III. Maintains Positive Work Environment

Recognizes and rewards team-supportive actions and behaviors	E	G	S	N	U	Ø
Positively motivates employees	E	G	S	N	U	Ø
Provides a comfortable yet efficient work atmosphere	E	G	S	N	U	Ø
Supports me and helps me achieve results	E	G	S	N	U	Ø
Encourages initiative and innovation	E	G	S	N	U	Ø
Effectively deals with conflict	E	G	S	N	U	Ø

Comments: _____

Knows the Operations of the Department

Understands employee workload	E	G	S	N	U	Ø
Is alert to potential problems within the department	E	G	S	N	U	Ø
Ensures that department activities are inclusive	E	G	S	N	U	Ø
Is a role model for continuous improvement	E	G	S	N	U	Ø

Comments: _____

IV. Work Habits

Acknowledges own limitations and mistakes	E	G	S	N	U	Ø
Uses actions and behaviors that are consistent with his or her words	E	G	S	N	U	Ø
Is tactful and considerate	E	G	S	N	U	Ø
Maintains a positive work attitude	E	G	S	N	U	Ø
Uses time efficiently and effectively	E	G	S	N	U	Ø
Demonstrates a good work ethic	E	G	S	N	U	Ø

Comments: _____

Please use the bottom and back of this sheet as space for expanding on any comments above or to make any additional comments.