



Employee’s Assessment of Supervisor’s Performance

Year: 20__

This feedback will be provided anonymously to supervisors. Please complete it by the end of the second week in January (last day worked before MLK Jr. Day holiday)

SUPERVISOR EVALUATED: _____ **JOB TITLE:** _____

WHO IS A SUPERVISOR?

Anyone who supervises full-time staff, part-time staff, or substitutes. In addition to your direct supervisor, you are invited to fill this form out for your department’s coordinator (if applicable), Managing Librarian, Assistant Director, and Director.

PURPOSE OF EVALUATION

- Serves as a useful tool in improving the performance of the organization.
- Provides an opportunity for constructive feedback on how employees and supervisors are fulfilling obligations to the organization and to each other, as well as to recognize exceptional work. This evaluation is not intended to be mean-spirited or intimidating, nor to express grievances.
- Clarifies expectations of employee and supervisor roles.
- **REMINDER:** You **must** use the comment field when selecting “exceeds” or “below” expectations. A blank page is attached at the end of this form for additional comments, if needed.

1. ACCESSIBILITY TO EMPLOYEE

- Exceeds expectations
 Meets Expectations
 Below Expectations
 N/A

Comments: _____

2. RESPONSIVENESS TO NEW IDEAS AND EMPLOYEE’S SUGGESTIONS

- Exceeds expectations
 Meets Expectations
 Below Expectations
 N/A

Comments: _____

3. PROVISION OF ENOUGH INFORMATION AND TIME TO COMPLETE ASSIGNED TASKS

- Exceeds expectations
 Meets Expectations
 Below Expectations
 N/A

Comments: _____

4. SUPPORT OF EMPLOYEE’S PROFESSIONAL DEVELOPMENT

- Exceeds expectations
 Meets Expectations
 Below Expectations
 N/A

Comments: _____

5. DISTRIBUTION OF BUDGET, RESOURCES, AND SPACE

- Exceeds expectations
 Meets Expectations
 Below Expectations
 N/A

Comments: _____

6. ASSIGNING WORKLOAD TO STAFF

- Exceeds expectations Meets Expectations Below Expectations N/A

Comments:

7. DEVELOPMENT OF A SENSE OF TEAMWORK

- Exceeds expectations Meets Expectations Below Expectations N/A

Comments:

8. APPLIES POLICIES AND PROCEDURES WITH STAFF

- Exceeds expectations Meets Expectations Below Expectations N/A

Comments:

9. EFFECTIVENESS IN CONFRONTING AND RESOLVING PROBLEMS

- Exceeds expectations Meets Expectations Below Expectations N/A

Comments:

10. EFFECTIVENESS IN PLANNING AND PREPARING FOR FUTURE NEEDS OF THE LIBRARY

- Exceeds expectations Meets Expectations Below Expectations N/A

Comments:

11. STRENGTHS OF SUPERVISOR:

12. SUGGESTED AREAS OF IMPROVEMENT:

13. WHAT, IN YOUR OPINION, CAN BE DONE TO IMPROVE THE PERFORMANCE OF THE DEPARTMENT/BRANCH AND ITS CONTRIBUTION TO THE LIBRARY'S MISSION?
