

MISSISSIPPI UNIVERSITY FOR WOMEN

Supervisor Performance Appraisal

(To be used annually by support staff members to evaluate their immediate supervisors)

I. Personal Information

Immediate Supervisor's Name: _____

Title: _____ Department: _____

Name of employee completing this appraisal: _____

How often does the evaluator interact with the supervisor being evaluated? (i.e. daily, weekly, etc.) _____

II. Primary Duties of the Supervisor Being Evaluated: _____

III. Instructions: The employee should carefully evaluate his/her supervisor's ability to supervise effectively in relation to current job requirements. For each factor mark the appropriate rating.

Explanation of Rating Scale

5	Outstanding	Performance is exceptional and is recognizable as being superior to others.
4	Exceeds Expectations	Performance is of high quality and clearly exceeds most position requirements.
3	Satisfactory	Meets requirements. Competent and dependable level of performance.
2	Marginal	Performance is below expectations in certain areas. Some improvement is necessary.
1	Unsatisfactory	Performance is generally unacceptable and requires significant improvement.
N/A	Not Applicable	Too soon to rate – not observed.

FACTORS		RATING					
1.	<u>Planning</u> Extent to which supervisor anticipates needs, determines priorities, and establishes a course of action.	N/A	5	4	3	2	1
2.	<u>Organizing</u> Extent to which supervisor delegates workload fairly and effectively to achieve objectives within time requirements.	N/A	5	4	3	2	1
3.	<u>Problem Solving</u> Extent to which supervisor identifies problems and develops alternative solutions identifying their consequences and impact.	N/A	5	4	3	2	1
4.	<u>Innovation</u> Extent to which supervisor is open and receptive to suggestions and new methods for accomplishing work.	N/A	5	4	3	2	1

CONDUCT/BEHAVIOR

1.	<u>Customer Service</u> Extent to which supervisor is courteous and attentive to the needs of students, faculty, and staff.	N/A	5	4	3	2	1
2.	<u>Enthusiasm</u> Extent to which supervisor demonstrates energy and enthusiasm in the job.	N/A	5	4	3	2	1
3.	<u>Dedication</u> Extent to which supervisor is devoted to accomplishing the job.	N/A	5	4	3	2	1

COMMUNICATION SKILLS							
1.	<u>Listening</u> Extent to which supervisor demonstrates effective listening skills.	N/A	5	4	3	2	1
2.	<u>Writing</u> Extent to which supervisor effectively and clearly expresses instructions and ideas in writing.	N/A	5	4	3	2	1
3.	<u>Speaking</u> Extent to which supervisor effectively and clearly expresses instructions and ideas orally.	N/A	5	4	3	2	1
4.	<u>Interaction with Others</u> Extent to which supervisor communicates with other staff in the division or department in an effective and courteous manner.	N/A	5	4	3	2	1
5.	<u>Responsiveness</u> Extent to which supervisor responds to requests and needs of others in a timely and helpful manner.	N/A	5	4	3	2	1
6.	<u>Access</u> Extent to which supervisor is accessible to subordinates and maintains an open door policy.	N/A	5	4	3	2	1
7.	<u>Teamwork</u> Extent to which supervisor works well as a member of his division or department.	N/A	5	4	3	2	1
8.	<u>Interpersonal Relationships</u> Extent to which supervisor promotes a positive work atmosphere through effectively resolving interpersonal conflicts between co-workers in the workplace.	N/A	5	4	3	2	1
LEADERSHIP							
1.	<u>Objectivity</u> Extent to which supervisor demonstrates fairness and avoids bias towards subordinates.	N/A	5	4	3	2	1
2.	<u>Motivates Subordinates</u> Extent to which supervisor has the support of and motivates his/her subordinates.	N/A	5	4	3	2	1
3.	<u>Directing Subordinates</u> Extent to which supervisor clearly communicates requirements of the job to be done.	N/A	5	4	3	2	1
4.	<u>Guidance</u> Extent to which supervisor provides staff with resources and assistance necessary to attain objectives.	N/A	5	4	3	2	1
5.	<u>Development of Subordinates</u> Extent to which supervisor seeks to develop skills of and provide training for subordinates.	N/A	5	4	3	2	1
6.	<u>Supportive</u> Extent to which supervisor provides positive feedback to subordinates for accomplishments.	N/A	5	4	3	2	1
PROFESSIONAL QUALITIES							
1.	<u>Exhibits Loyalty</u> Extent to which supervisor adheres to and supports University policies.	N/A	5	4	3	2	1
2.	<u>Integrity</u> Extent to which supervisor demonstrates honesty and sincerity in performing the job.	N/A	5	4	3	2	1

3.	Responsibility Extent to which supervisor accepts personal responsibility and accountability.	N/A	5	4	3	2	1
4.	Ethics Extent to which supervisor demonstrates acceptable ethical standards.	N/A	5	4	3	2	1

IV. Employee Comments:

V. Supervisor's Comments:

VI. OVERALL PERFORMANCE RATING (check one)

q 5 – Outstanding **q** 4 – Exceeds Expectations **q** 3 – Satisfactory **q** 2 - Marginal **q** 1 – Unsatisfactory

VII. Has this evaluation been discussed with your supervisor? **q**yes or **q**no

Employee Signature (optional)*	Date
Supervisor's Signature (optional)**	Date
President's Cabinet Member's Signature	Date

*Employee may submit this form anonymously to the appropriate President's Cabinet Member.

**Supervisor's signature does not indicate agreement with this appraisal. It only acknowledges that the supervisor was given the opportunity to discuss the appraisal with the employee.

Copies: Original & 1 Copy – President's Cabinet Member***
 Copy - Employee
 Copy – Supervisor

*** Upon completion of the evaluation process, the original appraisal form should be forwarded to the Office of Human Resources to be filed.