



Supervisory Development Feedback

If you wish to provide developmental feedback for your supervisor's Performance Management Review, complete this form and send it to your supervisor's manager. The comments are meant to be productive and will be used as a tool to identify areas where a supervisor can improve and develop their leadership skills. All forms should be signed.

Name of Supervisor: _____ Title: _____

Developmental Levels

- 4 Significant area of strength - *behavior serves as a role model for others*
- 3 Effective - *good valued contribution*
- 2 Development helpful - *generally meets expectations but additional development would be helpful*
- 1 Improvement recommended - *does not meet expectations, change needed*

1. Encourages employee input, promotes a participative environment.

Rating: _____ Comments: _____

2. Is comfortable not being the expert and relying on the expertise of others.

Rating: _____ Comments: _____

3. Sets the proper example; provides leadership and is a model of what is expected.

Rating: _____ Comments: _____

4. Admits mistakes.

Rating: _____ Comments: _____

5. Demonstrates sensitivity to the needs of individuals; demonstrates a clear commitment to basic courtesy.

Rating: _____ Comments: _____

6. Can refuse requests gracefully when necessary; is consistent and equitable.

Rating: _____ Comments: _____

7. Gives regular feedback on a formal and informal basis.

Rating: _____ Comments: _____

8. Encourages cross communication between departments.

Rating: _____ Comments: _____

9. Supports the team during times of heavy workload.

Rating: _____ Comments: _____

10. Skilled at helping groups solve problems, focus on issues

Rating: _____ Comments: _____

11. Establishes appropriate deadlines.

Rating: _____ Comments: _____

12. Delegates whenever appropriate.

Rating: _____ Comments: _____

13. Skilled at developing team to high level of performance, sets challenging goals.

Rating: _____ Comments: _____

14. Is aware of unproductive working situations and takes action.

Rating: _____ Comments: _____

Overall Comments:

Reviewer Signature: _____

Date: _____

To the receiving supervisor: Use these comments as a tool to identify areas where a supervisor can develop and improve their supervisory skills. Please use general themes only and do not use comments that would reveal the reviewers identity.