



HOW AM I DOING?

Instructions: One of our goals is to make our company the employer of choice in our industry. To help meet this goal, your supervisor is interested in your feedback on how he/she can help you do your job better.

Please rank your supervisor on a scale of one to 10, with one being low and 10 being high.

All responses are confidential.

	<i>Ranking</i> (1-10)
1. Provides instructions and information necessary to complete assignments.	_____
2. Provides responsibility and authority to complete assignments; is hands-off to a reasonable degree.	_____
3. Clearly outlines expectations and objectives.	_____
4. Sets realistic deadlines.	_____
5. Is realistic about goals.	_____
6. Provides opportunities for growth; challenges staff members to grow and assume additional responsibility.	_____
7. Provides training necessary for growth; is a good teacher.	_____
8. Encourages innovation.	_____
9. Encourages alternative ideas; permits/encourages disagreement on creativity and client service; does not always insist on “doing it my way.”	_____
10. Supports staff in client discussions/disagreements whenever possible.	_____
11. Is open and available for discussion of business or personal problems.	_____
12. Uses discretion in personal and professional situations.	_____
13. Keeps staff informed about company, department, or group	_____

status, problems, opportunities, and successes.

How Am I Doing? -- Page Two

- 14. Gives proper credit where deserved. _____
- 15. Has an accurate perception of my skill level. _____
- 16. Respects others' experience and skills. _____
- 17. Has professional skills that I respect. _____
- 18. Deals fairly and equally well with all levels, sexes, and races. _____
- 19. Willing to pitch in when necessary and needed. _____
- 20. Promotes a comfortable, congenial working atmosphere;
believes in having fun. _____
- 21. Is a good overall manager. _____

Comments: _____

Please complete the following:

- 1. If I could change only one thing to make our company a better place to work, I would:

- 2. If I could make one suggestion to my supervisor, it would be:

Thank you. Your feedback is important!