

## Roane State Community College

### Supervisor Development Feedback for \_\_\_\_\_

Mid-Year     
  End of Year     
 Year \_\_\_\_\_

During the last six months my Leader (or Supervisor) has used each of the following Skills  
 My feedback on each is ----->

<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	Strength	Meets Expectations	Improvement Opportunity
<b>STAFF DEVELOPMENT</b>				
Coaches- guides, trains, and facilitates progress toward institutional, departmental, and individual goals by seeking adequate input from staff and utilizing participatory decision making.				
Coaches- encourages initiative and creativity in performance of duties.				
Coaches- develops an atmosphere of teamwork and cooperation for the accomplishment of tasks and projects.				
Delegates- empowers employees by providing authority, information, and boundaries to perform tasks.				
Delegates- assigns duties/responsibilities and administers policies equitably.				
Evaluates- provides appropriate feedback both in formal review and informal interaction to improve or recognize staff performance.				
<b>COMMUNICATION</b>				
Information Sharing- communicates with staff in a timely, responsive manner, providing not only information on decisions but also on the rationale behind the decisions, if available and appropriate.				
Departmental Interaction- provides opportunities for both formal and informal discussion, feedback, and review of progress				
Accessibility- is sensitive to and available for discussion of work and ideas.				
<b>LEADERSHIP</b>				
Vision- visualizes and communicates a future direction and gains commitment				
Planning- Develops strategies that turn vision into action.				
Personal Ethics- inspires trust, respect, and confidence.				
<b>FISCAL RESPONSIBILITY (if applicable)</b>				
Budgetary Effectiveness- establishes and adheres to budgetary requirements by effectively planning and monitoring.				
Document Processing- timely and accurate processing of documents to initiate fiscal action.				

Additional comments may be added to the back of this page after printing.

(Confidentially route to the supervisor of your supervisor): \_\_\_\_\_

By this date \_\_\_\_\_