

## Supervisor Assessment

<b>Supervisor Name:</b> _____ <b>Date:</b> _____
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	<b>Always</b>	<b>Most time</b>	<b>Sometimes</b>	<b>Very little</b>	<b>Never</b>
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Sets realistic goals and makes goals clear to employees					
Gives helpful feedback to employees					
Provides on-the-job training so that all employees are working at their best level					
Gives organized, clear instructions verbally & in writing					
Manages daily activities to balance demands of work with skills & workload of employees					
Works well at team building					
Selects right person for task and provides resources & support without hovering					
Shows skill in improving methods and simplifying work, finding ways to work smarter & better					
Leads meetings that are well-organized and results-oriented					
Effective at solving problems and making decisions					
Works effectively with higher management					
Communicates well with customers to achieve customer satisfaction					
Speaks with respect to all employees & customers					

**Comments:**