**HOW AM I DOING**?

### UPWARD FEEDBACK

The following is a list of performance standards that are generally recognized as critical competencies in assessing the performance of a supervisor. Please use this list as a guide in identifying no more than five areas of strength and five areas where change or improvement would be of assistance to you or of value to the University. You may use Format I or II or your own documentation process. This is not required but highly encouraged.

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| Appropriately consults and collaborates with employees. | | Provides organizational vision. | |
| Provides affective leadership that enhances shared values and a commitment to a quality liberal arts education. | | Responds sensitively to the administrative barriers as identified by employees. | |
| Responds wisely to budget pressures. | | Effectively allocates resources. | |
| Listens to my concerns about work | | Supports my efforts related to my work. | |
| Tells me when I do a good job. | | Asks for my ideas. | |
| Communicates department goals. | | Communicates university goals. | |
| Keeps me informed of other issues affecting my job performance. | | Is fair in his/her decision making. | |
| Is accessible. | | Appreciates the importance of diversity in the workplace. | |
| Promotes the ideals of quality and service. | | Is open to constructive criticism from me. | |
| Identifies and corrects sub-standard performance. | | Holds meetings to coordinate activities. | |
| Encourages professional development and training. | | Prioritizes and focuses on the critical issues. | |
| Treats me with respect. | | Is open to problem solving together. | |
| Makes timely decisions. | | Is fair in his/her decision making. | |
| Models the standards of professional behavior as established by the University | | Helps me to obtain resources to do my job. | |

Upward Feedback -- Format I

NAME OF SUPERVISOR:

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| 1. Areas of Strength |
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Please feel free to write any supporting comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 2. Areas for Improvement |
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Please feel free to write any supporting comments and any suggestions for improvement:

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Additional comments:

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Signature of Staff Member (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upward Feedback -- Format II

NAME OF SUPERVISOR:

**HOW CAN WE BEST WORK TOGETHER?**

1. What are your expectations of a supervisor?
2. What motivates you? (try to indentify three motivators)
3. We all have “buttons”–if they get pushed, we tend to push back. Briefly, what are your top hot “buttons”?
4. How can I best support you in attaining your goals? What could I do to better support the team?
5. Are there any specific obstacles or difficulties that are getting in your way? If so, how can I assist you in removing these obstacles?
6. “It’s the little things that drive me crazy.” Even with the people we care about most, the little things can cause a rift. What little things would you like me to change, stop doing or start doing?
7. What else should I know?

Additional comments:

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Signature of Staff Member (optional):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_