

SAMPLE SUPERVISOR PERFORMANCE EVALUATION

Employee's Name: _____

Evaluation Date: _____

Evaluator's Name: _____

This section must be completed for all supervisors and should reflect their overall performance. It will be completed by the manager in consultation with all direct reports. It shall serve as a standard for all discussions and may be added to as need be. Each of the skills listed below are to be rated as follows:

E =EXCEEDS EXPECTATIONS; M =MEETS EXPECTATIONS; I =NEEDS IMPROVEMENT; N =NOT APPLICABLE

LEADERSHIP SKILLS	E	M	I	N	SUPERVISORY SKILLS	E	M	I	N
Awareness: Is alert to needs / problems of company and its employees.					Conflict Management: Identifies causes and resolves issues resulting in unproductive organizational and employee disputes.				
Innovation and Creativity: Generates new ideas and finds novel applications; encourages others to do so					Delegation: Capitalizes on full potential of subordinates.				
Judgement: Implements sound decisions or timely actions based on available data.					Employee Appraisal: Evaluates employee performance fairly and objectively in accordance with company procedure.				
Motivation: Stimulates employees to achieve desired results through positive attitude and methods.					Employee Development: Plans for and follows through on employee development activities; encourages career growth in subordinates.				
Team Building: Builds and maintains productive working relationships with superiors, peers and subordinates.					Employee & Pay Equity Support: Knowledge of and adherence to the company's EE and PE policies and procedures.				
Safety Culture: Leads by example to ensure corporate culture reflects the commitment of senior management					Financial Management: Understands budgeting and has ability to satisfactorily analyze financial data.				
					Human Resources Planning: Identifies best possible staff for current and future needs and ensures the proper utilization of assigned staff.				
					Leadership: Inspires productive achievement in subordinates; provides environment for self-motivation; has ability to coach and develop others.				

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SUPERVISORY SKILLS (Contd.)	E	M	I	N	COMMUNICATION SKILLS	E	M	I	N
Organization: Arranges and relates work for effective accomplishment of results.					Team Commitment: Cooperates in working with others to achieve common objective. Actively contributes to team goals. Sincerity on working with others.				
Planning: Predetermines results to be achieved and the course of action required to achieve them.					Communication Channels: Keeps manager / associates apprized of important matters in timely fashion, maintains confidentiality.				
Reviewing: Monitors and modifies work to ensure progress toward desired results.					Interdepartmental Coordination: Interacts with other department / units so as to achieve company goals.				
Team Management: Efficiently plans and prioritizes time and resources to improve productivity.					Interpersonal: Interacts productively within and across function, works with others and wins cooperation, maintains enthusiasm and sense of humour.				
Hazard Identification - Leads the Hazard identification process for area of responsibility and identifies potential problems before loss occurs					Oral Communications: Verbally expresses clear ideas, facts, problems and solutions.				
Inspection: Inspects informally and formally to ensure worker compliance with established rules, policies procedures and OH&S legislation									
Incident Investigation: Provides timely reports to senior management of workplace incidents and encourages worker reporting of non loss related incidents.									

Close Out Meeting Notes:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____
