

# Supervisors Performance Evaluation Form

- To be filled by the Employee -

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## Section I: Employee (Appraiser)

Full name:	ID number:
Department / Unit:	Title:
Date of appointment in the University:	Date of appointment in the current position:
Current academic year:	

## Section II: Supervisor

Full name:	Job title:
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## Section III: Supervisor Achievements

Summary of your contribution to FBSU outside your job description, if any, and a plan of action for the next academic year.	
Name and signature:	Date:

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### Section IV: Supervisor Evaluation - Indicate performance achieved during the year

#	Criteria	Outstanding performance	Exceed requirement	Meet requirement	Meet minimum requirement	Failure to meet requirement
<b>A. Work Performance</b>						
1	Knowledge of current work					
2	Level and quality of current work					
3	Keeping up with new developments at work					
4	Commitment to responsibilities					
5	Ability to assume authorities					
<b>B. Organizational and Planning Skills</b>						
6	Knowledge of University mission and goals					
7	Identifying the goals of the department/unit					
8	Adherence to rules and regulations					
9	Preparing schedules, plans and budget estimates					
<b>C. Problem Solving and Innovation</b>						
10	Ability to define problems					
11	Collecting and analyzing data					
12	Soundness and correction of decisions taken					
13	Work under pressure & manage exceptional issues					
14	Self-initiative and making suggestions to improve					
<b>D. Leadership and Teamwork</b>						
15	Supervising, guiding and steering					
16	Motivating and developing subordinates					
17	Giving objective feedback to subordinates					
18	Participating in committees/projects effectively					
19	Cooperating with coworkers					
<b>E. Communication and Interaction with Others</b>						
20	Verbal expression and presentation skills					
21	Writing and preparing reports					
22	Listening carefully with an open mind					
23	Respecting other's opinions and ideas					
24	Dealing with others respectfully					
25	Maintaining a positive attitude and work ethics					

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### Section V: Evaluation Summary

<b>Major strength(s):</b>  1)  2)  3)  4)	<b>Major weaknesses:</b>  1)  2)  3)  4)
<b>Major contributions over the past year:</b>  1)  2)  3)  4)	
<b>Recommendations:</b>  1)  2)  3)  4)	
<b>Additional comments on the appraisal:</b>    	
<b>Overall evaluation rating:</b> <input type="radio"/> Outstanding <input type="radio"/> Very good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Poor	<b>Do you recommend for re-employment next year?</b>  <input type="radio"/> Yes <input type="radio"/> No
<b>Appraiser name and signature:</b>  	<b>Date:</b>  