



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
A. Work Performance						
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. Organizational and Planning Skills						
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					
C. Problem Solving and Innovation						
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					
D. Leadership and Teamwork						
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					
E. Communication and Interaction with Others						
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					



