

# UPWARD ASSESSMENT

## MY SUPERVISOR

My Supervisor: \_\_\_\_\_  
 (Name) (Dept. #)

Exceptional  
 Fully Competent  
 Development Needed  
 Unsatisfactory

(Please check ONE response)

1. Is a good listener and **COMMUNICATES** work assignments, group objectives, program plans, company strategies and relevant information to me in a clear, concise and timely manner.

Comments: \_\_\_\_\_  
 \_\_\_\_\_

2. **EMPOWERS** me via delegating responsibilities, recognizing innovation and prudent risk-taking, "Coaching" team and rewarding accomplishments.

Comments: \_\_\_\_\_  
 \_\_\_\_\_

3. **DEVELOPS** me by recognizing my abilities, providing challenging assignments, offering a variety of tasks, encouraging cross-training and providing me with visibility to customer/management.

Comments: \_\_\_\_\_  
 \_\_\_\_\_

4. **MANAGES TIME** effectively, is available when I need him/her, plans for short-term and long-term activity and manages resources.

Comments: \_\_\_\_\_  
 \_\_\_\_\_

5. Demonstrates **EMPLOYMENT COMMITMENT** through a candid performance appraisal of me, career development, frequent feedback, acknowledging a job well done and recognizing merit.

Comments: \_\_\_\_\_  
 \_\_\_\_\_

6. Exhibits strong **LEADERSHIP** abilities through using sound judgment, innovative problem solving, accepting responsibility and striving for high performance; understands the tools/methods required to perform my job and demonstrates technical problem solving.

Comments: \_\_\_\_\_  
 \_\_\_\_\_





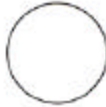





**OVERALL RATING:**

Based on the above 6 questions, my supervisor is best suited to be:

- Supervisor/Team Leader  
 Individual Contributor (non-supervisor)

Repeat this process every  6 months  12 months

## Upward Assessment Process

 <p>Supervisor selects an impartial person from the department (3rd party if required) to collect and summarize results.</p>	 <p>Designated person gets forms from HR and distributes to department with directions, description of overall purpose and process.</p>	 <p>Employees complete form, do not sign and return to designated person.</p>	 <p>Designated person compiles results.</p>	 <p>Department employees as a group review the summary for completeness and message.</p>
 <p>Supervisor reviews results for clarity and understanding.</p>	 <p>Supervisor can clarify results with group if desired.</p>	 <p>Supervisor creates a development plan to address items with a majority response of "development needed" or "unsatisfactory."</p>	 <p>Supervisor reviews development plan with group and manager.</p>	 <p>Development plan acted on.</p>