

Template 6

Example: Employee Practice Supervision Evaluation Form (Supervisee)

(Available: MHCC Policy Resource, 2012)

Name.....Supervisor

Purpose:

This form is a tool which may be used for several purposes:

- Clarifying your expectations of your supervisor
- Helping your supervisor understand what he/she does well and areas in which improvements could be made
- Providing a framework around which you may initiate a discussion with your supervisor about your working relationship
- Gathering information for your supervisor's performance appraisal.

Instructions:

Completion of this form is optional (or as required according to organisational policy)

If you choose to participate, please return it to by.....

You are also encouraged to discuss this evaluation with your supervisor directly

Use of the information:

These comments will be shared with your supervisor in the manner that you prefer

Please indicate how you would like the information to be conveyed

- i. You may share these comments with my supervisor and may quote me
- ii. You may share these comments with my supervisor without mentioning me by name
- iii. You may not share these comments without my permission

Please evaluate the supervision you have received as it relates to the areas listed below:

The rating scale is as follows:

Strongly Disagree	1
Disagree	2
Neutral	3
Agree	4
Strongly Agree	5

Evaluation:

- My supervisor provides me with information about appropriate training and professional development opportunities
- My supervisor is good at sharing their experience and knowledge
- My supervisor understands my job and what I do well enough to help me with my work
- My supervisor respects my learning goals and aspirations
- My supervisor clearly defines what he/she expects of me
- My supervisor and I discuss how I can grow and advance in my career.
- My supervisor listens well
- My supervisor communicates well
- My supervisor is accessible when I have a problem
- My supervisor is a good problem-solver
- My supervisor gives clear, helpful feedback about how I'm doing my job
- My supervisor expresses appreciation of my work

Comments:

What are the specific strengths you see in your supervisor?

How could your supervisor be a better supervisor?

Additional comments:

If you have noted concerns or problems with your supervisor, have you shared your concerns with your supervisor?

- Yes
- No

If no, why not?

Signature.....Date.....