
Supervisor Feedback Form (Information & Instructions)

Information and Instructions

The Supervisor Feedback Form (on following page) was developed to:

1. Facilitate communication between the supervisor and employee
2. Provide feedback to the supervisor on his/her supervisory skills
3. Provide information to the supervisor's supervisor about this area of job performance

Me rate my boss? You have to be kidding!

Some employees may be uncomfortable about evaluating their supervisor.

Remember:

- You will send this evaluation to the next level supervisor
- The next level supervisor will share this evaluation with your supervisor after you have had your annual evaluation
- Your signature is not required, it is optional

What's in it for me?

This is an opportunity to provide constructive feedback, without fear of retaliation. Completing this form gives you the opportunity to help your supervisor do a better job. By letting your supervisor and your supervisor's supervisor know what s/he is doing right or wrong, you help to improve the environment in which you work.

How should I complete and submit this form?

Complete the form as honestly and fairly as you can. Use the form to provide feedback on your supervisor's work performance for the entire past year.

Once you have completed the form, please send it to your supervisor's supervisor. You may wish to keep a copy for your records. Supervisor Feedback Form results will be shared with your supervisor during his/her annual evaluation.