



Evaluating Your Supervisor

Lincoln University wants all employees to do well in their jobs. One tool that we use to set goals and measure performance is the annual performance review. In the past, your supervisor would evaluate your work performance, but there was no formal way for you to evaluate your supervisor's work performance.

Everyone has a role in making LU successful, and that includes you. This is an opportunity for Administrators to listen to what you have to say.

Please see the list below to answer some of the general questions or concerns you may have.

Why should I evaluate my supervisor's work performance?

Your opinion about your supervisor's effectiveness is important. This will help identify areas in which he/she is doing well and/or needs improvement. Your feedback will become part of your supervisor's performance evaluation and help him or her set goals for the year.

What if I don't feel comfortable giving feedback on my supervisor?

Some employees may be uncomfortable about evaluating their supervisor, but remember:

- You will finish this evaluation feedback form before your own evaluation is started.
- You will send it directly to Human Resources.
- Your information will be compiled and sent to the Executive Leadership Team of your department and not your direct supervisor.
- This is an opportunity to give constructive feedback.

Will my opinion make a difference?

YES! The Human Resources department will compile the results of all the evaluations, and the information you provide will be used to evaluate your supervisor's overall work performance and to create a professional development plan during their performance evaluation.

So, how do I use this form?

Answer as honestly and fairly as you can to evaluate your supervisor's work performance for the past year.

- When you are finished, submit it to Human Resources.