



### Supervisor – Self-Evaluation Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Review Period: \_\_\_\_\_

#### Instructions:

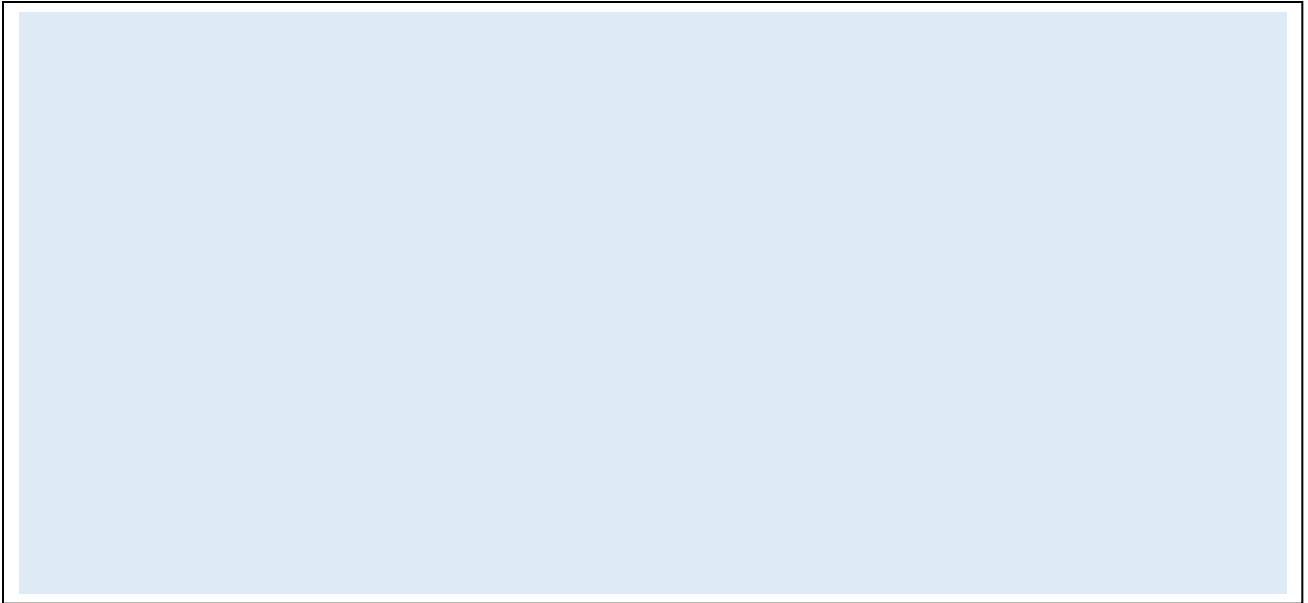
***Please complete and return this self-evaluation to your supervisor prior to your performance evaluation meeting.***

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review. If you have been employed by the University for less than a year, substitute references to "since the last performance appraisal/review" with "since you were hired" and answer the questions accordingly.

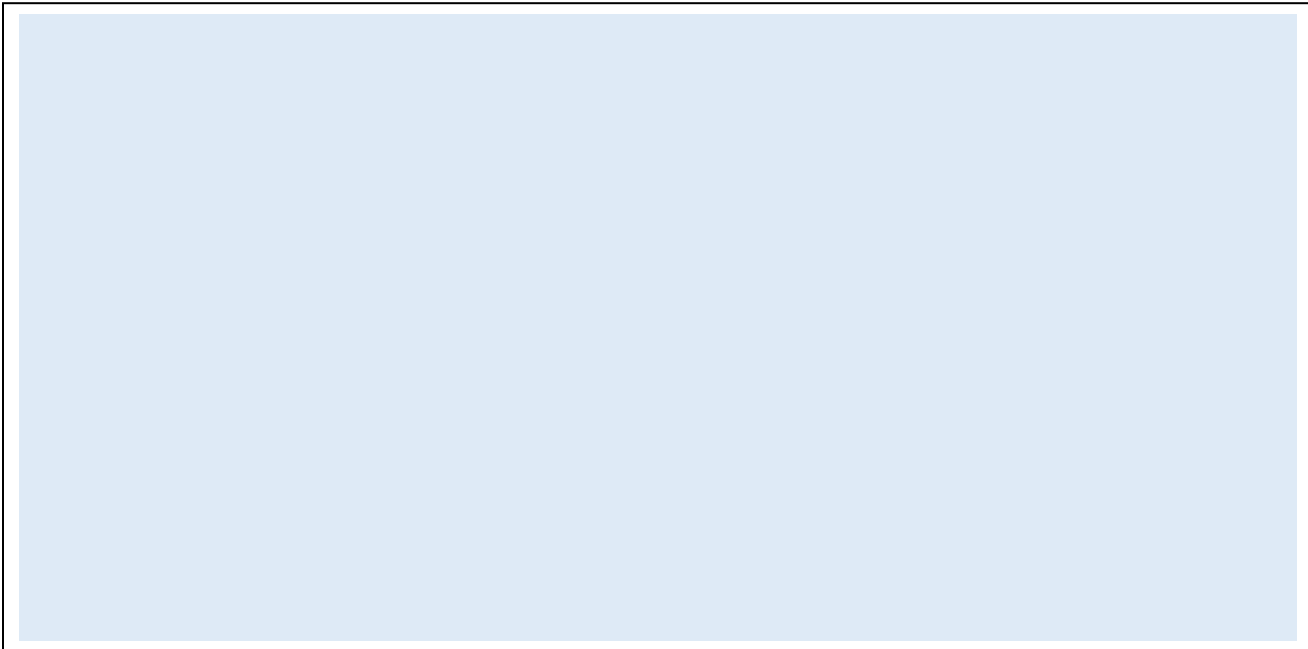
1. Describe the ways in which you discuss the Lincoln University strategic plan with your staff and how it relates to their positions.
2. How do you communicate with your staff when decisions or goals are changed?
3. Explain the ways you involve your staff in goal setting for their roles.
4. Describe the ways your staff is aware that they can come to you regarding their concerns.

5. How do you provide your staff with training and resources to do their jobs effectively?
6. How do you relay useful and constructive feedback to your staff to help improve their performance?
7. How do you create an atmosphere for your staff to share their opinions and ideas?
8. How do you promote a workplace that values diversity and inclusion?
9. Every employee at Lincoln University plays a vital role in the success of our students. How have you contributed to the recruitment and retention of our students?
10. List what you would like to discuss during your annual performance evaluation meeting with your supervisor.

List what outcomes you would like to improve on to be a more effective supervisor.



List your professional goals that you would like to achieve in the upcoming year.



Thank you for taking the time to complete the supervisor self-evaluation. You will have the opportunity to review your job description with your supervisor and submit necessary changes.

***Supervisors: Attach completed Self-Evaluation to the Supervisor's Performance Evaluation and return to HR.***