

Instructions for Questionnaire

The following assessment is to help you understand some of your skills related to being a supervisor.

Read each statement carefully and enter a score in the right hand column based on how well the statement agrees with you and your situation.

1 = Strongly Disagree

2 = Disagree

3 = Agree

4 = Strongly Agree

Scoring the Worksheet

When you have finished the questionnaire, calculate your total by adding all of the points in the score column. The score in this exercise may help you determine how much you need to develop and improve your supervisory skills. It may help define some areas you could work on to improve.

18-30 score may mean you are a new supervisor and have not yet had a chance to develop these skills.

30-60 score many mean you have a pretty good understanding of your role as a supervisory and also have some specific areas which still need to improve to be a better supervisor.

61- 80 score means you have all of the necessary steps in place to be a successful supervisor and understand how to do your job.

Working as a Supervisor: Where are you?

Statement	Score
I have an action plan (annual workplan) for the program I supervise.	
I am clear about my manager's expectations about my position.	
I am clear about the results I am to achieve with the people I supervise.	
I am capable of providing direct feedback to my team and those I supervise.	
I can review and evaluate other's workplans and provide constructive feedback,	
I use my leadership skills to create an environment of trust and respect.	
I am a good communicator and regularly provide feedback, updates and problem solve with my team and/or those I supervise.	
I am comfortable delegating responsibilities in my organization.	
I regularly seek feedback from those I supervise in order to make the program more efficient and effective.	
I am clear when I delegate and help people understand the tasks they are assigned.	
I know how to work effectively with a multigenerational workforce.	
I can adapt my leadership style to meet the needs of different individuals.	
I know how to use various coaching strategies to help individuals I supervise improve their performance.	
I set a good example for my program by being on time and do not allow my personal life to negatively impact my work life.	
I have worked to develop a culture where people are encouraged to volunteer new ideas and expand their range of work.	
I am dependable and consistent.	
I am confident and am able to receive negative feedback without getting upset or rigid.	
I am an effective time manager.	
I understand how to motivate others with praise for a job well done.	
I am good at following through on what I say I am going to do.	
Total Score	