

Sample Survey to Collect Feedback on Supervisors

As part of the agency's evaluation cycle, there is an opportunity to provide feedback about your supervisor. This survey is intended to help identify opportunities for improvement, highlight positive areas to build upon, and assist in setting goals for the next fiscal year.

Please complete this brief survey for your current supervisor. Survey responses are treated as confidential and will not be shared verbatim with a supervisor. The results will be downloaded and reviewed only by the executive leadership team. Each supervisor will receive a summarized, consolidated version of the feedback intended for them.

This survey will close on [day of week], [date], [year].

Your Name: [_____]

Name of Supervisor: [_____]

After each statement, choose the answer that most aligns with your experience this year.

Strongly disagree - Disagree - Neutral - Agree - Strongly agree

1. My supervisor effectively communicates goals and expectations.
2. My supervisor provides timely and constructive feedback on my work performance.
3. My supervisor is approachable and willing to listen to my concerns and ideas.
4. My supervisor recognizes and appreciates their employees' contributions and achievements.
5. My supervisor effectively delegates tasks and responsibilities within the team.
6. My supervisor manages relationships effectively and helps resolve challenges.
7. My supervisor demonstrates flexibility and adaptability in response to changing circumstances or priorities.
8. My supervisor thinks strategically about the future of the team and the agency.

9. What is one thing you would like your supervisor to do more of?
[OPEN RESPONSE]

10. What is one thing you would like your supervisor to do less of?
[OPEN RESPONSE]

If you have feedback for any member(s) of the leadership team consisting of directors, the deputy executive director, and the executive director, please enter it into the box below. Please indicate who the feedback is for by mentioning the person's title or name.

[OPEN RESPONSE]

Thank you for sharing your feedback. Your responses have been recorded.