FORT HAYS STATE UNIVERSITY

*Forward thinking. World ready.*

# University Support Staff (USS) - Staff Feedback Form (optional)

## Department / Supervisor Information

| | | | |
|---|---|---|---|
| **Name:** | | **Department:** | |
| **Date:** | | **Supervisor:** | |

## Purpose

The Staff Feedback Form is an ***optional tool*** for employees who wish to provide feedback on a supervisor's effectiveness and the department's support of the goals/mission of the University. Feedback received is used to measure the strengths and weaknesses within a department as well as your supervisor's management and professional skills.

It is the goal of the University to ensure that employees experience job satisfaction and be treated in a fair and consistent manner. The use of the Staff Feedback Form should not reflect personal prejudice or bias. It is important to be solution based in your responses and comments.

This resource offers employees the opportunity to provide feedback of a supervisor's leadership skills, accessibility and support; suggest areas where effectiveness and efficiencies can be gained; and/or make comments regarding the division's team approach to work. The University seeks to gain insight into how employees view the department and supervisor. This information will be used to nurture a positive working environment and strengthen the FHSU USS workforce.

**Use the following scale: Always – 5; Usually – 4; Sometimes – 3; Seldom – 2; Never – 1**

## Leadership and Human Resource Management

**Does the supervisor:**

| | |
|---|---|
| Exhibit a positive attitude and set a good example for others to follow? | |
| Model a high standard of performance in doing work? | |
| Follow through on commitments? | |
| Make himself or herself available when needed? | |
| Encourage an atmosphere of respect among employees? | |
| Resolve employee conflicts in an appropriate manner? | |
| Provide fair and timely feedback on employee performance throughout the rating period? | |

**Comments:**

## Communication

**Does the supervisor:**

| | |
|---|---|
| Communicate expectations, assignments, and/or instructions in a clear and concise manner? | |
| Provide information critical to successful job performance? | |
| Give adequate notice for scheduling changes? | |
| Choose the right time and environment to deliver feedback and maintain appropriate confidentiality? | |

**Comments:**

## Teamwork and Coordination of Team Efforts

**Does the supervisor:**

| | |
|---|---|
| Treat work group members equally? | |
| Hold effective team meetings? | |
| Impartially and fairly delegate workloads? | |
| Delegate authority appropriately when needed? | |

**Comments:**

## Departmental

**Does the Supervisor / Departmental Manager(s):**

| | |
|---|---|
| Understand employee's job and what skills are required in order to assist as needed? | |
| Exercise good judgment making departmental decisions? | |
| Provide employees with appropriate training opportunities to effectively perform duties? | |
| Establish realistic and attainable objectives, goals, and strategies? | |
| Celebrate departmental accomplishments? | |
| Operate Department/Unit smoothly and efficiently? | |
| Regularly solicit and/or demonstrate open mind to employee input about ways to improve departmental processes? | |
| Insure the department garners support from all levels of management? | |

**Comments:**

| | Yes | No |
|---|---|---|
| If you have noted concerns or problems within your department, have you shared with your supervisor?<br><br>If no, why not? | ☐ | ☐ |

**Final Comments:**