**MCBW SUPERVISORY DEVELOPMENT FORM – EXECUTIVE DIRECTOR**

INSTRUCTIONS: This worksheet is intended as a development tool for the Executive Director. Any information you provide will not be attributed to you unless you provide specific permission; however, you must provide your name for this information to be considered at all by the Board. By providing your name, you are giving Board members permission to follow-up with you with questions or clarification.

For each item listed, indicate how well it describes the Executive Director’s supervisory skills and conduct by circling a number (or indicating “DK”) from the rating scales below. You may leave an item blank. You are encouraged to provide examples, especially if you are indicating areas of growth.

NAME OF INDIVIDUAL COMPLETING THIS FORM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RATING SCALE

*Consistently Rarely*

*describes my supervisor describes my supervisor Don’t Know*

**3 2 1 DK**

**Problem Solving**

|  |  |
| --- | --- |
| Foresees problems; plans ahead | Maintains flexibility in handling problems |
| 3 2 1 DK | 3 2 1 DK |
| Works with others to address problems  3 2 1 DK | Answers questions in a timely manner  3 2 1 DK |
| Makes decisions in a timely manner  3 2 1 DK | Maintains accurate knowledge of program/job  3 2 1 DK |
| Follows through on solutions  3 2 1 DK | Follows organization policy & work rules  3 2 1 DK |

*Comments and/or examples related to Problem Solving*:

**Communication**

|  |  |
| --- | --- |
| Demonstrates good listening skills  3 2 1 DK | States program/job objectives  3 2 1 DK |
| Keeps you informed when appropriate  3 2 1 DK | Is reasonably available to me when I request  3 2 1 DK |
| Communicates job expectations  3 2 1 DK    expectatio |  |

*Comments and/or examples related to Communication:*

**Relationships**

|  |  |
| --- | --- |
| Maintains effective relationships with groups or persons  within the organization  3 2 1 DK | Maintains effective relationships with groups or persons  outside the organization  3 2 1 DK |

*Comments and/or examples related to Relationships*:

**Staff Support and Development**

Demonstrates fair and equal treatment Recognizes work effort and results

3 2 1 DK 3 2 1 DK

Provides reasonable mentorship opportunities Encourages/promotes ongoing education as possible

3 2 1 DK 3 2 1 DK

Conducts timely and effective performance appraisals

3 2 1 DK

*Comments and/or examples related to Staff Support and Development*:

Please feel free to provide any additional feedback that you think will be helpful in promoting the Executive Director’s supervisory relationship to MCBW staff.