

# Supervisor Self-Assessment Tool

This self-assessment is a tool for self-improvement. It asks you to reflect on how you perform your supervisory tasks and helps you identify areas where you need to strengthen your supervisory skills.

Carefully read each statement and respond honestly regarding your current skill level and performance, ranking your ability on a scale of 1 to 5, with 1 being “strongly disagree” and 5 being “strongly agree.”

For responses that are ranked high, acknowledge what you are doing well and aim to continue this level of performance. For those responses ranked low, explore what may be hindering your optimal performance and explore opportunities to improve your performance.

Statement	1	2	3	4	5
<b>Developing A Flexible Management Style</b>					
<b>When supervising prevention staff:</b>					
I know when to be a coach and when to be a visionary leader.					
I maintain a balance between being an active and passive supervisor.					
I balance quality and efficiency with creativity and innovation.					
<b>Building and Maintaining Relationships</b>					
<b>When supervising prevention staff:</b>					
I have an open-door policy.					
I get to know employees.					
I am fair.					
I include employees in important decisions.					
I ask employees what’s most important to them.					

**SUP SUPERVISOR SERIES RESOURCE GUIDE**

<b>Statement</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Providing Ongoing Engagement</b>					
<b>When supervising prevention staff:</b>					
I meet regularly with staff.					
I listen effectively.					
I provide positive and constructive feedback.					
I provide recognition and motivation.					
I observe employees on the job.					
<b>Challenging Staff to Grow</b>					
<b>When supervising prevention staff:</b>					
I help employees build networks.					
I delegate responsibilities when possible.					
I show employees you trust them.					
I identify employee strengths and use them.					
<b>Conducting Formal Performance Evaluations</b>					
<b>When supervising prevention staff:</b>					
I describe the worker's behavior instead of judging it.					
I appraise workers using predetermined standards.					
I praise employees for strong or increased performance.					
I consider additional forms of feedback, such as self-assessment or peer review.					