**My supervisor……..**

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| --- | --- | --- | --- |
| **Yes** | **No** | **Don’t Know** |  |
|  |  |  | **challenges me to do my best.** |
|  |  |  | **sets a good example.** |
|  |  |  | **explains the reasons for instructions and procedures.** |
|  |  |  | **helps me polish my thoughts before I present them to others.** |
|  |  |  | **is objective about things.** |
|  |  |  | **lets me make my own decisions.** |
|  |  |  | **cares about me and how I'm doing.** |
|  |  |  | **does not seek the limelight.** |
|  |  |  | **will not let me give up.** |
|  |  |  | **gives personal guidance and direction, especially when I am learning something new.** |
|  |  |  | **is empathetic and understanding.** |
|  |  |  | **is firm but fair.** |
|  |  |  | **keeps a results orientation.** |
|  |  |  | **makes me work out most of my own problems or tough situations, but supports me.** |
|  |  |  | **lets me know where I stand.** |
|  |  |  | **listens exceptionally well.** |
|  |  |  | **does not put words in my mouth.** |
|  |  |  | **is easy to talk with.** |
|  |  |  | **keeps the promises s/he makes.** |
|  |  |  | **keeps me focused on the goals ahead.** |
|  |  |  | **works as hard or harder than anyone else.** |
|  |  |  | **is humble.** |
|  |  |  | **is proud of those managers s/he has developed.** |
|  |  |  | **gives credit where credit is due.** |
|  |  |  | **never says "I told you so."** |
|  |  |  | **corrects my performance in private.** |
|  |  |  | **never flaunts authority.** |
|  |  |  | **is always straight-forward.** |
|  |  |  | **gives at least a second chance.** |
|  |  |  | **maintains an open door policy.** |
|  |  |  | **uses language that is easy to understand.** |
|  |  |  | **lets bygones be bygones.** |
|  |  |  | **inspires loyalty.** |
|  |  |  | **really wants to hear my ideas and acts on them.** |
|  |  |  | **lets me set my own deadlines.** |
|  |  |  | **celebrates successes.** |
|  |  |  | **is open and honest.** |
| **Yes** | **No** | **Don’t Know** |  |
|  |  |  | **does not hide bad news.** |
|  |  |  | **gives me enough time to prepare for discussion.** |
|  |  |  | **is enthusiastic.** |
|  |  |  | **follows through.** |
|  |  |  | **is patient.** |
|  |  |  | **wants me to "stretch" my skills.** |
|  |  |  | **gives me his/her full attention during discussions, and will not be distracted.** |
|  |  |  | **has a sense of humor.** |
|  |  |  | **handles disagreements privately.** |
|  |  |  | **reassures me.** |
|  |  |  | **makes me feel confident.** |
|  |  |  | **tells me the "whole story.“** |
|  |  |  | **says "we" instead of "I".** |
|  |  |  | **makes hard work worth it.** |
|  |  |  | **can communicate annoyance without running wild.** |
|  |  |  | **is courageous.** |
|  |  |  | **insists on training.** |
|  |  |  | **is a stabilizing influence in a crisis.** |
|  |  |  | **gets everyone involved.** |
|  |  |  | **wants me to be successful.** |
|  |  |  | **is optimistic.** |
|  |  |  | **operates well under pressure, or in a rapidly changing environment.** |
|  |  |  | **has a reputation for competence with his/her own peers.** |
|  |  |  | **has a good understanding of my job.** |
|  |  |  | **is tough and tender.** |
|  |  |  | **believes we can do it.** |
|  |  |  | **sets attainable milestones.** |
|  |  |  | **communicates philosophy and values.** |
|  |  |  | **is perceptive; does not believe that everything needs to be spelled out.** |
|  |  |  | **has a strong sense of urgency.** |
|  |  |  | **preserves the individuality of his/her team members.** |
|  |  |  | **thinks and operates at a level above that expected.** |
|  |  |  | **wants our community college district to be the best in the state.** |
|  |  |  | **is willing to act on intuition; believes feelings are facts.** |
|  |  |  | **empowers us.** |
|  |  |  | **is there when we need her/him.** |
|  |  |  | **enjoys his/her job.** |
|  |  |  | **likes to spend time with us.** |