



# Supervisor Skills Self-Assessment

	<b>Not Yet</b>	<b>Working on it</b>	<b>In full swing</b>	<b>Could write the book on it</b>
I am effective at hiring high-quality staff who are a good cultural fit.	1	2	3	4
I orient and train my staff effectively.	1	2	3	4
I support my team in choosing goals that are salient and motivating for them.	1	2	3	4
I set and achieve appropriate goals for myself, my team, and my program(s).	1	2	3	4
I create the opportunity for my staff to access a variety of professional growth opportunities.	1	2	3	4
I effectively involve my staff in program dynamics and decision-making.	1	2	3	4
I provide my staff opportunities to grow and advance within our organization.	1	2	3	4
I run productive and effective one-on-one meetings with my direct reports.	1	2	3	4
I facilitate productive and effective team meetings.	1	2	3	4
I observe my staff during program time and provide helpful feedback and support.	1	2	3	4
The individual and team feedback I give my team members is clear, consistent, and helpful.	1	2	3	4
I effectively use coaching skills with my team and individual team members.	1	2	3	4
I know what motivates each of my staff and use this to support them in their growth.	1	2	3	4
I recognize and reward my staff in a way that is important to them.	1	2	3	4
I am transparent, open, and honest.	1	2	3	4
My communication is clear and effective.	1	2	3	4
I treat each member of my team equitably, without playing favorites.	1	2	3	4
I respect and practice confidentiality.	1	2	3	4
I delegate effectively.	1	2	3	4
I set and maintain appropriate boundaries.	1	2	3	4



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I have a clear vision and implement it effectively.	1	2	3	4
I think and plan strategically.	1	2	3	4
I complete my administrative tasks effectively and on time.	1	2	3	4
I prioritize effectively.	1	2	3	4
I manage my time effectively.	1	2	3	4
I am organized.	1	2	3	4
I manage conflict effectively.	1	2	3	4
I manage poor performance effectively.	1	2	3	4
I build strong, professional relationships with those around me.	1	2	3	4
I work effectively with those above me.	1	2	3	4
I effectively cultivate partnerships with outside organizations and stakeholders.	1	2	3	4
I have an effective staff retention strategy in place.	1	2	3	4
I am a role model.	1	2	3	4

What was it like for you to fill this out?

What strengths were easy for you to assess?

What strengths were more difficult for you to assess?

What insights did you get from completing this assessment?

Which patterns did you notice?

What skills are highest priority for you to work on?

What is your next step?