

WALTERS STATE COMMUNITY COLLEGE
HUMAN RESOURCES DEPARTMENT
Procedures for Completing the Reverse Evaluation Form

The *Reverse Evaluation Form* should be used to evaluate your supervisor. The evaluation period will be from one year ago to the current date. The form should be completed and submitted prior to your annual evaluation which is conducted by your supervisor.

- 1) Rate your supervisor in each of the twelve listed categories as either unsatisfactory, needs much improvement, needs some improvement, expected performance, or exceeds expected performance. In addition, please give the supervisor an overall rating.
- 2) If you rated your supervisor as “unsatisfactory” or “exceeds expected performance” in any category, please explain under “Justification” on the second page of the form.
- 3) List your supervisor’s strengths and weaknesses on the appropriate place on the form.
- 4) If you have any suggestions as to how your supervisor could improve, please list those under the “Emphasis for Continuous Improvement in the Upcoming Year.” Any comments on the overall evaluation should be listed in the last section of the form.

IMPORTANT: Please do not sign the form. Anonymity is very important. Return the unsigned form in a sealed envelope to the supervisor who is one level above your supervisor by April 5. This information will be used to evaluate your supervisor. The *Reverse Evaluation Form* will be shredded by your supervisor’s superior. They will not be submitted to Human Resources.