



Human Resources & Payroll
4400 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

Upward Feedback Form

Supervisor's Name	
Supervisor's Role Title and/or Working Title	Department

1. Does your supervisor give feedback related to your performance throughout the performance cycle in a timely and appropriate manner, and as necessary?		
Consistently	Occasionally	Never
Comments:		
2. Does your supervisor take time to listen to your opinions, suggestions, and feedback?		
Consistently	Occasionally	Never
Comments:		
3. Does your supervisor make clear what is expected of you?		
Consistently	Occasionally	Never
Comments:		
4. Does your supervisor encourage you to take on opportunities to enhance your development? (For example: training workshops)		
Consistently	Occasionally	Never
Comments:		
5. Does your supervisor inform you of decisions, changes and other relevant information to your position and unit on a timely basis?		
Consistently	Occasionally	Never
Comments:		



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6. Does your supervisor use coaching skills (for example: listening and asking effective questions) to help you discover solutions to situations?

Consistently

Occasionally

Never

Comments:

7. Is your supervisor consistent in what he/she says and does? And does your supervisor create an environment in which everyone is treated fairly?

Consistently

Occasionally

Never

Comments:

8. Does your work environment (including staff interactions, supplies, and training) aid or impede your ability to perform your job? Suggest ways your supervisor or division could help you work more effectively.

Consistently

Occasionally

Never

Comments:

9. Does your supervisor take into consideration your input during the performance planning and annual evaluation process? Did your supervisor give you the opportunity to complete a self-assessment?

Consistently

Occasionally

Never

Comments:

Comments

Reviewer's Signature:

Date: