

# AFRL EMPLOYEE REVERSE FEEDBACK

(FY 1998)

## Instructions

This survey was designed to enable you to provide anonymous feedback to your supervisor about his or her supervisory effectiveness. Only the combined results will be provided to your supervisor. Your supervisor will not see your answer sheets. To further ensure your anonymity, if less than three people provide feedback on your supervisor, he or she will not receive a feedback report. *You don't need to complete the survey if you haven't worked for your current supervisor for at least 90 days.*

This survey asks you several questions about your supervisor. Please think about their typical, day to day behavior when completing the survey. Try to be candid with your responses, and do not spend too much time on any single item. Read each question carefully and completely. Using a number 2 pencil, write and code your complete office symbol and your supervisor's last name and first initial on the answer sheet in the spaces provided. Use the answer sheet to code your responses to the questionnaire items. When you are finished, return your completed answer sheet to your point of contact.

Use the 6-point scale below to indicate your agreement with the following statements about your immediate supervisor. If a particular behavior is not observed, fill in "G" as your response for that statement.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree

My Supervisor...

1. *NON-LAB DEMO EMPLOYEES: fill in "G" for this question. Answer question 2 instead.*  
assigns work in such a way that I have an opportunity to demonstrate contribution in all 6 CCS factors.
2. *LAB DEMO EMPLOYEES: fill in "G" for this question. Answer question 1 instead.*  
assigns work in such a way that I have an opportunity to perform to the standards of my work plan.
3. places strong emphasis on high quality work.
4. intervenes on my projects only when necessary.
5. organizes our group's work so we have a clear understanding of our tasks.
6. seeks my input in developing my work objectives.
7. helps me understand how my role aligns with the organization's mission.
8. makes clear-cut decisions when they are needed.
9. makes decisions fairly.
10. makes decisions with the well being of the employee in mind.
11. makes decisions with the well being of the organization in mind.
12. uses time and resources wisely.
13. rates my individual contributions / performance fairly.
14. gives consistent direction.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree

My Supervisor...

15. encourages honest feedback.
16. is approachable.
17. keeps commitments.
18. treats all employees with respect.
19. publicly acknowledges good work.
20. privately admonishes poor work.
21. is easy to get along with.
22. handles personnel problems effectively.
23. handles conflict effectively.
24. gives me enough flexibility to do my job.
25. is clear when delegating responsibility
26. provides timely recognition for accomplishments.
27. encourages me to take initiative.
28. motivates me to perform my job to the best of my ability.
29. helps me enhance my professional development.
30. can be depended upon.
31. makes himself/herself available to me.
32. is a good role model for demonstrating successful contribution to the mission.
33. practices what he or she preaches.
34. encourages cooperation with other organizations.
35. builds teamwork within our working group.
36. rewards teamwork in my organization.
37. provides me with useful feedback.
38. is willing to listen to what I say.
39. keeps employees informed of relevant organizational information.
40. is effective at conducting meetings.
41. trusts me.
42. is trustworthy.
43. is an effective supervisor.

Use the scale at the top of the page to respond to the statement below.

44. I would feel comfortable completing this survey by computer next year.