Key Success Measures of Supervisor and Employees

Use this information to help to identify expectations you have of yourself as a supervisor then the corresponding expectations you might have of your employees.

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| **If the supervisor is responsible for:** |  | **Then the employee is responsible for:** |
| * Assessing and being proactive in staffing needs |  | * Increasing his/her skills to help fill staffing needs |
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| * Recruiting high-performing employees |  | * Referring potential, quality candidates from school and professional events |
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| * Interviewing and selecting high-performance employees |  | * Actively participating in the interview process |
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| * Conducting orientation and job-specific training with new employees |  | * Volunteering as a buddy and offering to help new employees learn and grow |
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| * Setting performance objectives for the department and/or team |  | * Meeting and exceeding the established performance objectives |
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| * Providing professional development opportunities for employees |  | * Taking advantage of professional development opportunities and using skills learned to improve department |
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| * Supervising day-to-day operations |  | * Developing him/herself into a self-directed, motivated problem solver |
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| * Addressing performance problems that arise with the team and individual |  | * Recognizing and proactively seeking help with performance issues |
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| * Creating an environment that is motivating |  | * Using his/her own self-motivation to demonstrate high-performance |
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| * Evaluating employee and team performance |  | * Evaluating him/herself, peers, and supervisor objectively |

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