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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