



## Basics of Supervision Self-Assessment

Take this optional self-assessment before you begin the Basics of Supervision Certificate Program, and again after you complete the program.

Question	Not at all	Developing	Proficient
I know the educational and professional background and interests of the people I supervise.			
I listen and am open to the concerns of people.			
I communicate the organizational and unit goals with the people I supervise.			
I respect staff and their contributions.			
I notice good work and I give staff positive feedback.			
I meet regularly with the staff who report to me.			
I provide opportunities for training and development for the people I supervise.			
I set clear objectives and goals for my staff.			

### Key

**Not at all:** I do not implement this best practice.

**Developing:** I utilize some of the aspects of this best practice or I have attempted to do so and/or am taking steps to incorporate it into my daily routine.

**Proficient:** I am strong in this best practice and have incorporated it into my daily work and personal life.