

## DEPARTMENT OPERATIONS FEEDBACK FORM

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Division/Unit/Precinct/Station**

**Instructions:** This form provides the employee with an opportunity to anonymously evaluate the performance of their own manager/supervisor. Using the rating scale below, circle the number that best fits the management in your **division**.

**3 = Always**  
**2 = Usually**  
**1 = Seldom**

**STATEMENTS**

**RATING**

*(Check One)*

- |  |             |
|--|-------------|
| 1. Better ways to get the job done are encouraged, such as asking for employee input, keeping up with latest changes in technology, etc.                                 | 3__ 2__ 1__ |
| 2. Employees are given regular feedback on performance in a constructive manner, in a private setting.   | 3__ 2__ 1__ |
| 3. Employees are supported and encouraged, which helps to keep morale up.  | 3__ 2__ 1__ |
| 4. All employees are treated fairly; no favoritism is shown. (For example, work is distributed fairly among employees.)  | 3__ 2__ 1__ |
| 5. Employees' contributions and achievements are recognized; employees are given credit where due.   | 3__ 2__ 1__ |
| 6. Employees are given timely responses to questions.  | 3__ 2__ 1__ |
| 7. Expectations on what needs to be done and why are communicated clearly to employees.  | 3__ 2__ 1__ |
| 8. Decisions appear to be based on common sense and good judgment.   | 3__ 2__ 1__ |
| 9. Employees are kept informed about issues that affect them.  | 3__ 2__ 1__ |
| 10. Employees are allowed to grow on the job. (For example, employees are allowed to attend training classes and are given opportunities to assume more responsibility.) | 3__ 2__ 1__ |
| 11. Employees are allowed to express their feelings openly and honestly.   | 3__ 2__ 1__ |
| 12. Direction, guidance, and leadership are provided to employees on a regular basis.  | 3__ 2__ 1__ |
| 13. Overall, based on how this Department is run and how employees are treated, it is a good place to work.  | 3__ 2__ 1__ |

**Comments**

\_\_\_\_\_  
*(Return this form anonymously to your supervisor's supervisor, your department head, or other designated person in your department.)*