**OREGON COLLEGE ACCESS CORPS: SITE SUPERVISOR EVALUATION**

The AmeriCorps Site Supervisor role is unique in that in addition to providing general oversight and supervision, AmeriCorps site supervisors are asked to also play the role of guide and mentor to AmeriCorps members; (which is perhaps a more holistic way of thinking about supervision in general). In order to provide our CAC site supervisors meaningful feedback that will heighten their awareness around their own skillset and improve their ability to step into the multidimensional role of supervisor/mentor/guide for AmeriCorps members, we ask that you reflect on the following and provide commentary, keeping in mind the desired impact of the feedback that you provide. This activity is also meant for us to reflect on the ways in which we chose to engage in our relationships with our supervisors, to assess whether we were able/enabled to self-advocate and identify our needs, if our needs were met, and if the process by which we set about to reach our goals was empowering; it is also meant for us to gain further insight into our preferred style of supervision, including communication and work style. Overall, this evaluation will serve as feedback for our CAC Site Supervisors (as well as the supervisor in all of us) so that we may improve our supervisory skills and the ways in which we mentor, guide and empower others.

**Please provide the following information:**

**Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CAC Host Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CAC Host Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The following five areas that we are using as a guide for assessment are from** [***The Leadership Challenge***](http://www.leadershipchallenge.com/About-section-Our-Approach.aspx)**. They are: *Model the way*; *Inspire a Shared Vision*; *Challenge the Process*; *Enable Others to Act*; and *Encourage the Heart.* These are the five areas that are outlined in *The Leadership Challenge* as the “Five Practices of Exemplary Leadership Model” and have proven to be effective as a “clear, evidence-based path to achieving the extraordinary – for individuals, teams, organizations and communities.” Please go to the website (hyperlinked above) to learn more about this philosophy.**

***Model the Way***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please consider your supervisor’s ability in the following:** | **Excellent** | **Good** | **Fair** | **Needs Improvement** | **Unacceptable** |
| * ability to model the way by using the process as the tool |  |  |  |  |  |
| * ability to model transparency and clear/open communication |  |  |  |  |  |
| * ability to model vulnerability, humility, and accountability |  |  |  |  |  |
| * ability to model adaptability and flexibility |  |  |  |  |  |
| * ability to model learning from mistakes |  |  |  |  |  |
| * ability to model self-advocacy and initiation |  |  |  |  |  |
| * ability to model effective organizational practices |  |  |  |  |  |
| * ability to model effective time management |  |  |  |  |  |
| * ability to model self-care |  |  |  |  |  |
| * ability to model compassion and empathy |  |  |  |  |  |
| * ability to share and model their values |  |  |  |  |  |
| * ability to affirm shared values of group |  |  |  |  |  |
| * ability to model passion, enthusiasm and excitement for the work |  |  |  |  |  |
| * ability to model application of equity lens in program processes |  |  |  |  |  |

**Overall Supervision and Leadership with respect to *Modeling the Way*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Excellent** | **Good** | **Fair** | **Needs Improvement** | **Unsatisfactory** |

**Please respond to the following two questions (feel free to add additional pages if necessary):**

1. **What are some ways in which your supervisor has modeled equitable leadership?**
2. **With respect to the above listed abilities, what could your supervisor improve?**

***Inspire a Shared Vision***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please consider your supervisor’s ability in the following:** | **Excellent** | **Good** | **Fair** | **Needs Improvement** | **Unacceptable** |
| * ability to inspire a shared vision |  |  |  |  |  |
| * ability to dream about the future of the program/organization |  |  |  |  |  |
| * ability to share vision for the program/organization |  |  |  |  |  |
| * ability to ground work in socio-historical context and connect to future vision |  |  |  |  |  |
| * ability to provide space for others to add to the vision of the program/organization |  |  |  |  |  |
| * ability to encourage and support others in the work |  |  |  |  |  |
| * ability to inspire commitment to the project |  |  |  |  |  |
| * ability to inspire a “unity of purpose” |  |  |  |  |  |
| * ability to set a plan and take actionable steps toward shared vision |  |  |  |  |  |

**Overall Supervision and Leadership with respect to *Inspiring a Shared Vision*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Excellent** | **Good** | **Fair** | **Needs Improvement** | **Unsatisfactory** |

**Please answer the following two questions:**

1. **In what ways does your supervisor encourage and inspire team members to add to the vision of the program then follow-up through actionable steps to make the shared vision a reality?**
2. **With respect to the above listed abilities, what could your supervisor improve?**

***Challenge the Process***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please consider your supervisor’s ability in the following:** | **Excellent** | **Good** | **Fair** | **Needs Improvement** | **Unacceptable** |
| * ability to challenge the process |  |  |  |  |  |
| * ability to reflect on the process and how it can be more empowering and impactful |  |  |  |  |  |
| * ability to effectively communicate the structure of the process and process goals |  |  |  |  |  |
| * ability to build flexibility into the process |  |  |  |  |  |
| * ability to try new ways of processing |  |  |  |  |  |
| * ability to take risks and experiment |  |  |  |  |  |
| * ability to receive constructive feedback and act on that feedback |  |  |  |  |  |
| * ability to listen and make sure everyone is included and heard in an equitable manner |  |  |  |  |  |
| * ability to sit in discomfort when necessary |  |  |  |  |  |
| * ability to generate small wins throughout the process |  |  |  |  |  |
| * ability to take initiative and put actionable steps in place to change the process accordingly |  |  |  |  |  |
| * ability to approach conflict and sit in/move through discomfort |  |  |  |  |  |

**Overall Supervision and Leadership with respect to *Challenging the Way*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Excellent** | **Good** | **Fair** | **Needs Improvement** | **Unsatisfactory** |

**Please respond to the following two questions:**

1. **In what ways does your supervisor encourage reflection and how is that reflection is incorporated into your work?**
2. **With respect to the above listed abilities, how could your supervisor improve?**

***Enable Others to Act***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please consider your supervisor’s ability in the following:** | **Excellent** | **Good** | **Fair** | **Needs Improvement** | **Unacceptable** |
| * ability to enable others to act |  |  |  |  |  |
| * ability to build and establish interpersonal and team trust |  |  |  |  |  |
| * ability to encourage group collaboration and teamwork |  |  |  |  |  |
| * ability to provide the resources necessary to connect you to your larger network |  |  |  |  |  |
| * ability to center others, specifically those most negatively impacted by systematic inequities |  |  |  |  |  |
| * ability to hear and value others perspectives/stories |  |  |  |  |  |
| * ability to facilitate building relationships |  |  |  |  |  |
| * ability to empower others to have agency in their roles |  |  |  |  |  |
| * ability to provide guidance and mentorship when desired/needed |  |  |  |  |  |
| * ability to increase self-determination in others |  |  |  |  |  |
| * ability to increase competence within the team |  |  |  |  |  |
| * ability to challenge others in ways that strengthen knowledge and skill sets, allowing others to grow personally and professionally |  |  |  |  |  |
| * ability to acknowledge social and organizational positionality and how it informs their work |  |  |  |  |  |

**Overall Supervision and Leadership with respect to *Enabling Others to Act:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Excellent** | **Good** | **Fair** | **Needs Improvement** | **Unsatisfactory** |

**Please answer the following three questions:**

1. **How does your supervisor facilitate power sharing?**
2. **In what ways do you feel empowered and disempowered in your role?**
3. **Do you have any suggestions for how your supervisor could better enable others to act?**

***Encourage the Heart***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please consider your supervisor’s ability in the following:** | **Excellent** | **Good** | **Fair** | **Needs Improvement** | **Unacceptable** |
| **Considering the following:** |  |  |  |  |  |
| * ability to encourage the heart |  |  |  |  |  |
| * ability to acknowledge and recognize individual and group contributions |  |  |  |  |  |
| * ability to show appreciation for individual and team excellence |  |  |  |  |  |
| * ability to celebrate the values of individuals and the team |  |  |  |  |  |
| * ability to celebrate the victories of individuals and the team |  |  |  |  |  |
| * ability to obtain buy-in and allow space for and foster individual team spirit |  |  |  |  |  |
| * ability to address social, emotional and physical needs of individuals and the team |  |  |  |  |  |

**Overall Supervision and Leadership with respect to *Encouraging the Heart:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Excellent** | **Good** | **Fair** | **Needs Improvement** | **Unsatisfactory** |

**Please respond to the following questions:**

1. **How does/could your supervisor create an inclusive culture of trust that responds to the diversity of those impacted by the process and program?**
2. **With respect to the above listed abilities, do you have any suggestions for how your supervisor might improve?**

**Additional Feedback:**

What questions would you like to have seen on this evaluation? Please also answer them.

Please provide additional commentary as desired: