

**Survey Research Operations
Functional Supervisor Feedback Form**

Employee: _____ **Title:** _____

Project Role/Assignment:

Functional Supervisor: _____

Administrative Supervisor: _____

Time period: _____ **to** _____ **Date Completed:** _____

1. Based on the major areas of responsibility (MARs) for his/her job title and related to this project role or assignment, please provide an overall rating using the standard category for performance:

☐ Exemplary ☐ Solid ☐ Approaching ☐ Not Met

If you have rated the employee as Solid, provide a brief statement in support of that rating:

2. Please provide details on the areas of the MARs where employee's performance was Exemplary.

3. Please provide details on the areas of the MARs where the employee's performance was Approaching or Not Met.

4. Please provide feedback on the behavioral competencies that were relevant to this assignment where the employee's performance was Exemplary, Approaching or Not Met.