

## Supervisor Credit Program Completion Self-Assessment

### Project Self-Assessment

This assessment should be completed by the employee at the conclusion of the assignment.

In 300 words or less, summarize the objectives and outcomes of the project. Please describe what you learned and how it applies to the role of a supervisor. Do you believe the project provided the necessary experience and training to be successful in a supervisory position? Why?

## Supervisor Credit Program Completion Learning Assessment

### Learning Assessment

This assessment should be completed by the employee at the conclusion of course work.

1. You have been asked to lead an interview panel. Explain how you would approach setting up the interviews and developing interview questions.

2. What is the supervisor's role in the "on-boarding" process for new employees?

3. What are some techniques that can be used to engage employees?

4. Describe the different types of discipline for merit employees and possible situations that would warrant them.

5. Explain how a supervisor can approach an employee when communication between them has become difficult.

6. Describe the Performance Management Process. What are some tools you can use to hold your employees accountable for their performance?

7. Explain how a supervisor could approach delegation to increase the likelihood that the employee will take ownership of their performance?

8. If you observe behavior among your employees that is inappropriate but not clearly harassment or discrimination, such as sexual joking or bantering, what are you supposed to do?