

## SUPERVISORY SKILLS CHECKLIST



These are 10 skills commonly recognized as important for people to succeed as managers. Please, score your candidate for a supervisory role using a numerical score from 1 – 10 (10 being the highest).

- \_\_\_\_\_ 1. **Communicates effectively** – Shares information and encourages candid and open dialog. Ensures that people share information and have access to information they need to perform their tasks effectively. English / Spanish skills are a plus.
- \_\_\_\_\_ 2. **Demonstrated technical expertise** – Understands the production systems necessary to operate the business successfully. Performs job tasks successfully.
- \_\_\_\_\_ 3. **Responsible and completes work without close supervision** – Ability to work independently, solve problems and move ahead without constant instructions.
- \_\_\_\_\_ 4. **Leadership ability** – Confident, knows himself well, people gravitate to him, and commands respect and trust among peers and others.
- \_\_\_\_\_ 5. **Organized** – Organizes time and priorities to achieve business results in a timely manner.
- \_\_\_\_\_ 6. **Adapts to and implements change** – Accepts that change is inevitable and embraces change with innovation, courage, and resiliency.
- \_\_\_\_\_ 7. **Promotes key values** – Consistently demonstrates work ethics and values. Conducts duties of the position with truth, sincerity, and fairness.
- \_\_\_\_\_ 8. **Team and people building skills** – Understands the importance of mentoring and coaching employees. Shows enthusiasm for helping others improve or develop new skills.
- \_\_\_\_\_ 9. **Uses sound judgment** – Applies knowledge of the business and tasks and uses common sense and analysis to make the best decision.
- \_\_\_\_\_ 10. **Produces results** – Directs his/her actions and the actions of others toward achieving goals that are critical to the success of the operation.

Adapted from “People in Agriculture”, Human resource management for Ag. Advisers, 2007.