



RIVER VALLEY CHILD DEVELOPMENT SERVICES

Worksite with Remote Supervision

Name of Employee: _____

Supervisor: _____

Program: _____

Date Completed: _____

1. Successful workers with remote supervision develop regular routines and are able to set and meet their own goals independently. Give me an example of a project you completed on-time with minimal supervision and feedback.

2. Give me specific examples of when you displayed strong organizational and time-management skills.

3. Give me examples of how you remain productive without supervision..

4. Give examples of how you set a productive pace.

5. A three hour appointment has been unexpectedly cancelled, how would you fill your time?

6. How often and in what formats do you feel it is necessary to communicate with your direct supervisor?

7. Without direct supervision, describe how you make decisions independently?

8. Prioritize the list below and explain why you chose that order (1 being the task you feel needs accomplished first, and so on):

- Return a phone call
- Return an email
- Compile annual survey results
- Make revisions to a form needed by another co-worker
- Schedule a meeting for a task that has a required 45 day turn around
- Complete monthly statistic form

For director only – Comments

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