**Supervisory Practice Sheet**

Answer each question with the best fitting option. The answer commonly accepted on Civil Service tests is on the answer sheet, but may not be the only answer.

1. A problem exists in another supervisor’s unit that is affecting your unit. On a previous occasion, you offered suggestions to this supervisor on problems not affecting your unit. How should you resolve the current issue?

2. How should a supervisor ensure that his unit is doing a satisfactory job?

3. You want to set new standards for your unit, at what level should they be set?

4. You wish to train subordinate to perform tasks, how would you go about this?

5. What is the purpose of an orientation program for a new subordinate?

6. What is the best method to use in developing your subordinates?

7. The organizational chart is most useful to you and your subordinates because?

8. When dividing a project into various assignments, how do you, as a supervisor, go about assigning the work to your subordinates?

9. What is the purpose of periodically reviewing standard procedures?

10. What is the best way to organize data in preparing a report?

11. In writing a field report, why is it better to use short paragraphs rather than long paragraphs?

12. The chief purpose in preparing an outline for a report is usually:

13. The most important aspect in writing a report is to:

14. You have written a report and used a technical term that best describes a condition, however, you realize that your audience may not be familiar with this term; you should

15. What is the purpose of filling out personal evaluation reports at the same time each year?

16. When a supervisor establishes a work schedule what must they consider first?

17 When a supervisor is assigned a new project, what should the supervisor do first?

18. What would be most likely to create negative moral in unit?

19. In assigning a new task to an employee, it is better not to give specific, detailed instructions, for which of the following reasons?

**Supervisory Practice Sheet Answers**

1. Sit down with supervisor, explain how problem affects your unit and discuss with the employee possible solutions.

2. Maintain and review unit records.

3. Set the new standards at a level of performance that is equal to that of the adequate satisfactory employee.

4.Have a new subordinate do his own work under supervision of an experienced employee.

5. To help the subordinate adjust to the work environment.

6. Build on each subordinate’s strong points.

7. Show formal lines of authority.

8. Assign worker with enough skill as to perform the most difficult portion of the task, but not to consume a considerable portion of his time on menial work.

9. To ensure that the procedures or methods have not become obsolete.

10. Through the use of note cards placing one subject or main idea on each card.

11. It hits on main points easier.

12. To ensure that principle and secondary points will be properly related to the framework of the whole.

13. Be aware of your audience

14. Define the term

15. So that there is a consistent standard of evaluation

16. Decide what phases should and can be scheduled.

17. Gather all pertinent information on this project.

18. Complementing only the most productive worker of the unit. (Team work)

19. In developing their own methods, the employee will be encouraged to grow in their abilities.