

Example Manager Evaluation Form

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | Needs Improvement | Does Not Meet Standards | Fully Meets Standards | Exceeds Standards | Exceptional |
| --- | --- | --- | --- | --- | --- |
| Employee TrainingManager ensures appropriate training is planned, scheduled and attended by department employees. |  |  |  |  |  |
| Strategic ThinkingManager is a forward thinker and demonstrates the ability to develop strategy for their area of responsibility. |  |  |  |  |  |
| Team FocusedManager nurtures and encourages teamwork to accomplish tasks and goals. |  |  |  |  |  |
| Effective CoachManager effectively mentors and coaches employee growth and personal development. |  |  |  |  |  |
| Manages DiversityManager values diversity in the work environment and effectively manages diversity issues. |  |  |  |  |  |
| Delegation SkillsManager delegates tasks and duties appropriately. |  |  |  |  |  |
| Communication SkillsManager demonstrates verbal and written communication skills.  |  |  |  |  |  |
| Quality ControlManager demonstrates proactive quality control of products and services in their area of responsibility. |  |  |  |  |  |
| Process ImprovementManager demonstrates process improvement skills and continually looks for ways to improve their area of responsibility. |  |  |  |  |  |
| Percentage of goal completion: | 0% | 25% | 50% | 75% | 100% |
| Manager Development Plan: |
| Employee Signature: | Date: |
| Reviewer Signature: | Date: |