

MANAGER PERFORMANCE APPRAISAL

Manager: _____ Appraiser: _____ Date: _____

Instructions for Completion:

- Appraisal form can only be completed by someone who has first-hand knowledge of the manager's performance
- For each essential duty, responsibility and competency, evaluate the performance on a scale of 1-5 (1 = unable to perform; 5 = performs consistently at a high level of expertise)
- Add comments to assist the manager understand the evaluation (e.g. provide examples)
- Select a minimum of one strength and one limitation for further development
- Complete the action plan to outline development plan

Essential Duty, Responsibility, Competency	Evaluation	Comments
Demonstrates mastery of all duties and responsibilities of an Assistant Manager		
Directs, coordinates, and participates in preparation of, and cooking, wrapping and packing menu items		
Maintains business and employment records		
Schedules team members per restaurant staffing guidelines; monitors staffing requirements; make adjustments as necessary		
Facilitates staff meetings as outlined in Team Member Handbook		
Oversees training of all team members		
Coaches and develops all team members in restaurant guest services guidelines		
Customizes orientation based on new team member needs		
Completes team member performance appraisals in a timely manner		

Essential Duty, Responsibility, Competency	Evaluation	Comments
Provides team member feedback in a specific, respectful and timely manner		
Assists the Restaurateur in recruitment and hiring		
Fully understands and complies with all federal, state, county and municipal regulations		
Adheres to, and ensures implementation and compliance with all policies and procedures as outlined in the Team Member Handbook		
Business acumen		
Developing others		
Empowerment		
General supervision		
Influencing others		
Managing performance		
Organizing and planning		
Team building		
Written communication		
Core Competencies		

Strengths: _____

Limitations: _____

Signatures: Manager: _____ Appraiser: _____