

Manager Employee Review Form

Manager Information:

- Manager Name: _____
- Department: _____
- Review Period: From: _____ To: _____

Employee Details:

- Employee Name: _____
- Employee Role: _____

Evaluation Table:

Evaluation Criteria	Rating (1-5)	Comments/Examples
Leadership Skills		
Communication with Team		
Problem-Solving and Decision-Making		
Performance Against Set Objectives		

Feedback on Team Management:

- How effectively does the employee manage their team?

Development Plan:

- **Recommendations for training or professional growth:**

Acknowledgment and Agreement:

I agree with the evaluation and the goals set for the next period.

Employee Signature: _____

Reviewer Signature: _____

Date: _____