**Manager Job Analysis Form**

#### **Managerial Position Overview**

* **Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Number of Employees Supervised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### **Leadership Responsibilities**

* **Describe key managerial duties:**
* **List direct reports and their job roles:**

#### **Decision-Making Authority**

* **Budget Responsibilities: ( ) Yes ( ) No**
* **Hiring & Firing Authority: ( ) Yes ( ) No**
* **Policy Implementation: ( ) Yes ( ) No**

#### **Performance Evaluation Criteria**

| **Criteria** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Team Leadership** |  |  |
| **Conflict Resolution** |  |  |
| **Decision-Making** |  |  |
| **Budget Handling** |  |  |
| **Strategic Planning** |  |  |

#### **Manager's Signature & Approval**

* **Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **HR Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**