

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		
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Manager's Signature & Approval

- **Manager's Signature:** _____ **Date:** _____
- **HR Approval:** _____ **Date:** _____