**Manager Performance Evaluation Form**

**Manager’s Information
Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Evaluation Period: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_**

### **Managerial Performance Evaluation**

**Rate the manager’s performance using the following scale:
1 - Needs Improvement | 2 - Fair | 3 - Good | 4 - Very Good | 5 - Excellent**

| **Evaluation Criteria** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **Strategic Planning** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Employee Management** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Conflict Resolution** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Communication Skills** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Decision-Making** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Ability to Inspire Teams** | **☐** | **☐** | **☐** | **☐** | **☐** |  |

### **Leadership Strengths**

**What are the manager’s strongest leadership qualities?**

### **Areas for Improvement**

**Which areas require further development?**

### **Recommended Training and Support**

**What additional training or support would benefit the manager?**

**Evaluator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_**