

MANAGER EVALUATION FORM

Employee Name: _____ Employee ID: _____

Department: _____ Manager: _____

Evaluation Period: _____

Performance Ratings Key:

- 5 = Excellent: Exceeds expectations consistently
- 4 = Very Good: Often exceeds expectations
- 3 = Satisfactory: Meets expectations
- 2 = Needs Improvement: Partially meets expectations
- 1 = Unsatisfactory: Does not meet expectations

I. Job Knowledge and Skills

Demonstrates understanding of job duties, technical skills, and ability to apply knowledge effectively.

Rating (1-5): _____

II. Quality of Work

Performs work accurately, thoroughly, and with attention to detail.

Rating (1-5): _____

III. Productivity

Completes work efficiently and meets deadlines.

Rating (1-5): _____

IV. Communication

Communicates clearly and effectively with peers, management, and clients.

Rating (1-5): _____

V. Teamwork and Cooperation

Works well with others and contributes to a positive team environment.

Rating (1-5): _____

VI. Initiative and Problem Solving

Takes proactive steps and effectively resolves problems.

Rating (1-5): _____

VII. Dependability and Attendance

Reliably completes tasks and maintains consistent attendance.

Rating (1-5): _____

VIII. Leadership and Management

Effectively leads, motivates, and manages resources and personnel.

Rating (1-5): _____

IX. Goals and Objectives

Achieves personal and departmental goals and contributes to organizational success.

Rating (1-5): _____

X. Overall Performance Summary

Summary comments on overall performance, strengths, and areas for improvement.

Rating (1-5): _____

Manager Comments:

Employee Comments:

Manager's Signature

Employee's Signature

Signature: _____

Signature: _____

Acknowledgement

By signing above, both Manager and Employee acknowledge that they have reviewed and discussed this evaluation. This evaluation is intended to provide feedback on performance and to assist in professional development. This document does not constitute a contract of employment and does not alter the at-will employment relationship.

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