FEEDBACK FORM – MANAGER PERFORMANCE EVALUATION

Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is designed to provide feedback on your manager's performance from your perspective as an employee. Your honest and constructive feedback is crucial for the continuous improvement of our management practices.

EVALUATION CRITERIA – RATING DEFINITIONS:

| **1** | A level of performance where the manager **NEEDS TO FOCUS HEAVILY TO MEET EXPECTATIONS** |
| --- | --- |
| **2** | A level of performance where the manager**NEEDS REFINING OF FOCUS TO MEET EXPECTATIONS** |
| **3** | A level of performance where the manager**CONSISTENTLY MEETS EXPECTATIONS** |
| **4** | A level of performance where the manager **MEETS AND FREQUENTLY EXCEEDS EXPECTATIONS** |

RATING

Please circle the number that best represents your supervisor's performance in each area.

| **Leadership:**  | **Score** |
| --- | --- |
| Motivates me and fellow employees | 1 | 2 | 3 | 4 |  |
| Shows a consistent approach to issues | 1 | 2 | 3 | 4 |  |
| Can be persuasive and inspiring | 1 | 2 | 3 | 4 |  |
| Is fair and impartial | 1 | 2 | 3 | 4 |  |
| Comments: |

| **People/Performance Management:**  | **Score** |
| --- | --- |
| Establishes clear performance expectations | 1 | 2 | 3 | 4 |  |
| Handles performance issues directly and tactfully | 1 | 2 | 3 | 4 |  |
| Delegates responsibilities  | 1 | 2 | 3 | 4 |  |
| Gives appropriate authority and responsibility | 1 | 2 | 3 | 4 |  |
| Comments: |

| **Communication:** | **Score** |
| --- | --- |
| Communicates clearly and consistently | 1 | 2 | 3 | 4 |  |
| Delivers both good and bad news directly | 1 | 2 | 3 | 4 |  |
| Listens well | 1 | 2 | 3 | 4 |  |
| Comments: |

| **Coaching and Development:** | **Score** |
| --- | --- |
| Provides coaching and guidance on a regular basis | 1 | 2 | 3 | 4 |  |
| Shows a good understanding of my challenges | 1 | 2 | 3 | 4 |  |
| Recognizes both my strengths and weaknesses | 1 | 2 | 3 | 4 |  |
| Rewards hard work and positive results | 1 | 2 | 3 | 4 |  |
| Creates clear development goals | 1 | 2 | 3 | 4 |  |
| Gives attention to questions and suggestions | 1 | 2 | 3 | 4 |  |
| Comments: |

| **Innovation:**  | **Score** |
| --- | --- |
| Supports the ideas of others | 1 | 2 | 3 | 4 |  |
| Encourages innovation | 1 | 2 | 3 | 4 |  |
| Allows for differences in approach and style | 1 | 2 | 3 | 4 |  |
| Comments: |

| **Interpersonal Skills:** | **Score** |
| --- | --- |
| Seeks out constructive criticism | 1 | 2 | 3 | 4 |  |
| Is approachable | 1 | 2 | 3 | 4 |  |
| Is flexible and open-minded | 1 | 2 | 3 | 4 |  |
| Works well with others | 1 | 2 | 3 | 4 |  |
| Comments: |

| **Dependability:**  | **Score** |
| --- | --- |
| Completes work and meets commitments | 1 | 2 | 3 | 4 |  |
| Accepts accountability | 1 | 2 | 3 | 4 |  |
| Stays focused under pressure | 1 | 2 | 3 | 4 |  |
| Comments: |

| **Problem Solving/Analysis:** | **Score** |
| --- | --- |
| Can simplify and process complex issues  | 1 | 2 | 3 | 4 |  |
| Understands the difference between critical details and unimportant facts | 1 | 2 | 3 | 4 |  |
| Considers multiple solutions | 1 | 2 | 3 | 4 |  |
| Expertly handles obstacles | 1 | 2 | 3 | 4 |  |
| Comments: |

| **Planning and Goal Setting:** | **Score** |
| --- | --- |
| Aligns plans with company goals  | 1 | 2 | 3 | 4 |  |
| Balances short- and long-term goals  | 1 | 2 | 3 | 4 |  |
| Develops challenging yet realistic plans  | 1 | 2 | 3 | 4 |  |
| Plans for and manages resources | 1 | 2 | 3 | 4 |  |
| Comments: |

| **Cultural Competence and Inclusivity:** | **Score** |
| --- | --- |
| Promotes an inclusive and equitable environment | 1 | 2 | 3 | 4 |  |
| Addresses the needs of a diverse clientele | 1 | 2 | 3 | 4 |  |
| Ensures cultural competence in organizational practices | 1 | 2 | 3 | 4 |  |
| Provides training on diversity and inclusivity | 1 | 2 | 3 | 4 |  |
| Comments: |

| **Crisis Management and Support:** | **Score** |
| --- | --- |
| Manages crisis situations effectively | 1 | 2 | 3 | 4 |  |
| Supports staff during challenging times | 1 | 2 | 3 | 4 |  |
| Ensures the emotional well-being of staff and clients | 1 | 2 | 3 | 4 |  |
| Provides resources for coping with work-related stress | 1 | 2 | 3 | 4 |  |
| Comments: |

| **Strategic Development:** | **Score** |
| --- | --- |
| Aligns strategic planning with the organization's mission | 1 | 2 | 3 | 4 |  |
| Identifies opportunities for growth and improvement | 1 | 2 | 3 | 4 |  |
| Sets clear, achievable goals for employee development | 1 | 2 | 3 | 4 |  |
| Monitors and evaluates the progress of strategic initiatives | 1 | 2 | 3 | 4 |  |
| Comments: |

**Other Comments:**

Please provide any additional feedback or suggestions that you believe could help improve your manager's effectiveness or your team's performance.

|  |
| --- |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager's Acknowledgment (Optional):**

I have reviewed the feedback provided and will consider it as part of my ongoing development.

Manager's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_