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# MANAGERIAL PERFORMANCE APPRAISAL

Review Period Covered:

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

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month/Day/Year Month/Day/Year

Review Type: ☐ 90 Day ☐ Annual/Semi-Annual ☐ Other (Specify) \_\_\_\_\_

Name: \_\_\_\_\_

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

Length of Time in Position: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

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

## RATING OF PERFORMANCE CHARACTERISTICS

C **COMMENDABLE:** Consistently exceeds job requirements.

V **VERY GOOD:** Often exceeds job requirements.

G **GOOD:** Consistently meets job requirements and performance standards of job.

NI **NEEDS IMPROVEMENT:** Does not meet job standards for important requirements; needs to acquire additional knowledge and/or skill to perform some job elements.

### MANAGERIAL KNOWLEDGE:

Comprehends supervisory/management skills and techniques and applies them appropriately.

C ☐ \_\_\_\_\_  
V ☐ \_\_\_\_\_  
G ☐ \_\_\_\_\_  
NI ☐ \_\_\_\_\_

### DELEGATION:

Gets work accomplished through and with other staff. Assigns work and authority commensurate with subordinates' capabilities.

C ☐ \_\_\_\_\_  
V ☐ \_\_\_\_\_  
G ☐ \_\_\_\_\_  
NI ☐ \_\_\_\_\_

### COMMUNICATION:

Establishes an atmosphere that encourages direct discussion and problem solving. Establishes two-way communication. Listens to and considers the ideas and suggestions of staff.

C ☐ \_\_\_\_\_  
V ☐ \_\_\_\_\_  
G ☐ \_\_\_\_\_  
NI ☐ \_\_\_\_\_

### EMPLOYEE EVALUATION/DEVELOPMENT:

Provides ongoing and timely performance feedback. Writes and conducts constructive, objective performance reviews. Establishes challenging but attainable goals for self and others.

C ☐ \_\_\_\_\_  
V ☐ \_\_\_\_\_  
G ☐ \_\_\_\_\_  
NI ☐ \_\_\_\_\_

### TRAINING:

Provides coaching and technical information to develop subordinates' abilities. Establishes career development plans for subordinates.

C ☐ \_\_\_\_\_  
V ☐ \_\_\_\_\_  
G ☐ \_\_\_\_\_  
NI ☐ \_\_\_\_\_

Plans work for self and department; establishes and changes priorities; and accomplishes job responsibilities and work assignments within expected timeframes.

**C r** \_\_\_\_\_  
**V r** \_\_\_\_\_  
**G r** \_\_\_\_\_  
**NI r** \_\_\_\_\_

Develops and monitors budgets proficiently; anticipates and adjusts for variances.

**C r** \_\_\_\_\_  
**V r** \_\_\_\_\_  
**G r** \_\_\_\_\_  
**NI r** \_\_\_\_\_

Directs and inspires the work of others. Encourages staff initiative.

**C r** \_\_\_\_\_  
**V r** \_\_\_\_\_  
**G r** \_\_\_\_\_  
**NI r** \_\_\_\_\_

**Detail other aspects of the employee's performance as a manager, including accomplishments of the employee and the department.**

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**OVERALL RATING:**    ☒ COMMENDABLE    ☐ VERY GOOD    ☐ GOOD    ☐ NEEDS IMPROVEMENT

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

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachments: ☒ Employee Activity Report ☒ Performance Appraisal ☒ Supplemental Pages ☒ None