

## MANAGEMENT PERFORMANCE REVIEW

EMPLOYEE NAME:		DEPARTMENT:	
JOB TITLE:		MANAGER:	
DATE:		REVIEW PERIOD:	
TYPE OF REVIEW:	<input type="checkbox"/> Annual or <input type="checkbox"/> Probationary <input type="checkbox"/> Pass <input type="checkbox"/> Extend 30 days <input type="checkbox"/> Fail		
<b>(A) OBJECTIVES DURING THIS EVALUATION PERIOD</b>			
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>			
Did the employee meet/not meet these objects? If yes, how, if no, why not?			
<b>(B) EMPLOYEE PERFORMANCE IN KEY AREAS</b>			
<i>Use this section to describe employee performance in specific work areas. In the space provided, mark the appropriate rating with a "U, I, M, EE, EP" or an "N/A" where appropriate and provide comments as needed.</i>			
<b>Accountability and Dependability:</b> <ul style="list-style-type: none"> <li>• Meets commitments/completes goals on time</li> <li>• Works independently without much supervision</li> <li>• Has a good attendance record</li> <li>• Accepts responsibility for mistakes/failures</li> <li>• Handles Change</li> <li>• Stays focused under pressure</li> </ul>		<b>Rating:</b> U UNSATISFACTORY I IMPROVEMENT NEEDED M MEETS EXPECTATIONS EE EXCEEDS EXPECTATIONS EP EXCEPTIONAL PERFORMANCE	
Comments:			
<b>Interpersonal Skills and Communication:</b> <ul style="list-style-type: none"> <li>• Has good listening skills</li> <li>• Listens to instructions</li> <li>• Asks for help if necessary</li> <li>• Seeks out feedback and constructive criticism</li> <li>• Networks, builds relationships within company</li> <li>• Is flexible and open-minded</li> <li>• Negotiates effectively</li> </ul>		<b>Rating:</b> U UNSATISFACTORY I IMPROVEMENT NEEDED M MEETS EXPECTATIONS EE EXCEEDS EXPECTATIONS EP EXCEPTIONAL PERFORMANCE	
Comments:			
<b>Job Knowledge:</b> <ul style="list-style-type: none"> <li>• Understands job duties and responsibilities</li> <li>• Has necessary job skills and knowledge</li> <li>• Asks meaningful and non repetitive questions</li> <li>• Has technical skills, knowledge</li> </ul>		<b>Rating:</b> U UNSATISFACTORY I IMPROVEMENT NEEDED M MEETS EXPECTATIONS	

<ul style="list-style-type: none"> <li>• Furthers company's technology base</li> <li>• Understands and promotes company mission and values</li> <li>• Keeps current with new development</li> </ul>	EE EXCEEDS EXPECTATIONS EP EXCEPTIONAL PERFORMANCE
Comments:	
<b>Problem Solving:</b> <ul style="list-style-type: none"> <li>• Anticipates and prevents problems</li> <li>• Defines problems, identifies root cause</li> <li>• Overcomes obstacles</li> <li>• Generates more efficient solutions</li> <li>• Helps solve team problems</li> </ul>	<i>Rating:</i> U UNSATISFACTORY I IMPROVEMENT NEEDED M MEETS EXPECTATIONS EE EXCEEDS EXPECTATIONS EP EXCEPTIONAL PERFORMANCE
Comments:	
<b>Productivity and Flexibility:</b> <ul style="list-style-type: none"> <li>• Manages a fair workload</li> <li>• Volunteers for additional responsibilities as needed</li> <li>• Manages priorities</li> <li>• Develops and follows work procedures</li> <li>• Manages time well</li> <li>• Handles information flow</li> <li>• Adapts well to changes in work routines</li> <li>• Performs work outside the assigned area of responsibility</li> </ul>	<i>Rating:</i> U UNSATISFACTORY I IMPROVEMENT NEEDED M MEETS EXPECTATIONS EE EXCEEDS EXPECTATIONS EP EXCEPTIONAL PERFORMANCE
Comments:	
<b>Quality of Work and Work Ethic:</b> <ul style="list-style-type: none"> <li>• Is attentive to detail and accuracy</li> <li>• Is committed to quality standards</li> <li>• Makes improvements continuously</li> <li>• Monitors quality levels</li> <li>• Owns and acts on quality problems</li> </ul>	<i>Rating:</i> U UNSATISFACTORY I IMPROVEMENT NEEDED M MEETS EXPECTATIONS EE EXCEEDS EXPECTATIONS EP EXCEPTIONAL PERFORMANCE
Comments:	
<b>Relationships and Teamwork:</b> <ul style="list-style-type: none"> <li>• Contributes to team projects</li> <li>• Exchanges ideas, opinions</li> <li>• Works well with other departments</li> <li>• Develops positive working relationships</li> <li>• Is flexible and open-minded/focuses team on strategies and goals</li> </ul>	<i>Rating:</i> U UNSATISFACTORY I IMPROVEMENT NEEDED M MEETS EXPECTATIONS EE EXCEEDS EXPECTATIONS EP EXCEPTIONAL PERFORMANCE
Comments:	
<b>Management Skills and Fiscal Controls:</b> <ul style="list-style-type: none"> <li>• Provides leadership to the team</li> </ul>	<i>Rating:</i> U UNSATISFACTORY

<ul style="list-style-type: none"> <li>• Manages team effectively</li> <li>• Takes initiative</li> <li>• Accepts responsibility for team member's mistakes</li> <li>• Regularly provides performance feedback to team members</li> <li>• Able to understand the budgeting process and financial measures</li> </ul>	I IMPROVEMENT NEEDED M MEETS EXPECTATIONS EE EXCEEDS EXPECTATIONS EP EXCEPTIONAL PERFORMANCE
Comments:	
(C) PERFORMANCE SUMMARY	
	<i>Rating:</i> <input type="checkbox"/> UNSATISFACTORY <input type="checkbox"/> IMPROVEMENT NEEDED <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> EXCEPTIONAL PERFORMANCE
(D) OBJECTIVES FOR NEXT REVIEW PERIOD	
<i>Use the following section to record objectives for the next review period.</i>	
Objective 1:	
Objective 2:	
Objective 3:	
Objective 4:	
(D) EMPLOYEE COMMENTS	
<i>Use the space below to make comments regarding your performance evaluation.</i>	
Comments:	

Signatures: By signing this form, you confirm that you understood the information presented and acknowledge receipt. Signing this form does not indicate that you agree with what it contains.

SIGNATURE OF EMPLOYEE	DATE	SIGNATURE OF HUMAN RESOURCES	DATE
SIGNATURE OF REVIEW MANAGER	DATE	TITLE OF REVIEW MANAGER	
SIGNATURE OF 2 <sup>ND</sup> LEVEL REVIEW MANAGER	DATE	TITLE OF 2 <sup>ND</sup> LEVEL REVIEW MANAGER	