



OneTeam360

Manager Performance Review Template

- Date of Review:

Employee Information:

- Name:
- Title:
- Department/ Team Name:
- Review Period:

Performance Review Categories:

1. Goal Achievement and Results:

- Clearly state the manager's goals and objectives for the review period.
- Evaluate the manager's performance in achieving these goals.
- Provide specific examples of successful outcomes or areas that need improvement.
- Rating: [Scale: Exceeded Expectations / Met Expectations / Partially Met Expectations / Did Not Meet Expectations]

2. Leadership and Communication:

- Assess the manager's ability to lead and inspire their team.
- Evaluate communication skills, both verbal and written.

- Discuss how the manager effectively delegates tasks, provides feedback, and fosters a collaborative environment.

3. Problem-Solving and Decision-Making:

- Review instances where the manager demonstrated effective problem-solving.
- Evaluate the manager's decision-making process and their ability to analyze situations.

4. Employee Development:

- Discuss the manager's efforts in coaching and developing team members.
- Assess the manager's ability to provide constructive feedback and support career growth.

5. Collaboration and Teamwork:

- Evaluate the manager's role in promoting teamwork and collaboration within the department or organization.
- Discuss their ability to work with cross-functional teams and other departments.

6. Adaptability and Innovation:

- Review the manager's ability to adapt to change and drive innovation.
- Provide examples of how they contributed to process improvements or introduced new ideas.

7. Time and Resource Management:

- Assess the manager's efficiency in managing time and resources.

- Discuss their ability to prioritize tasks and allocate resources effectively.

8. Professional Development and Learning:

- Evaluate the manager's commitment to continuous learning and professional development.
- Discuss any training, certifications, or workshops attended during the review period.

Overall Assessment:

- Provide an overall assessment of the manager's performance during the review period.
- Highlight key strengths and areas for improvement.

Development Plan:

- Outline specific action items for the manager's professional growth and improvement.
- Set goals and objectives for the upcoming review period.

Employee Feedback:

- Include feedback from team members or peers, if applicable.
- Summarize any input received through 360-degree feedback.

Employee Comments:

- Allow the manager to provide their own comments on the review, including their perspective on their performance and any challenges they faced.

Remember that the above template is a starting point. Tailor it to your organization's culture, values, and specific evaluation criteria. Additionally, consider incorporating any specific performance metrics or KPIs relevant to your industry or department.