MANAGER TO DIRECT REPORT REVIEW

Illustrative examples shown

Name of Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Rating scale:

(1) Does not meet expectations; (2) Meets expectations; (3) Exceeds expectations; (4) N/A

|  |
| --- |
| **Core Values 1 2 3 4**  |
| ​Seeks input from all team members |
| Demonstrates inclusive behavior  |
| Listens attentively and communications are timely |

|  |
| --- |
| **Problem Solving 1 2 3 4**  |
| Is a reliable and committed team member |
| Demonstrates compassion and respect for others  |
| Managers personal and work-related stress |

|  |
| --- |
| **Communication Behaviors 1 2 3 4**  |
| Outlines and/or understands expectations |
| Actively listens to feedback being provided to them  |
| Continuously tries to contribute to team meetings and projects |

|  |
| --- |
| **Leadership Behaviors 1 2 3 4** |
| Demonstrates effective knowledge, ability, and experience in their role |
| Fosters a sense of connection and belonging |
| Encourages organizational learning |

MANAGER TO DIRECT REPORT REVIEW

Illustrative examples shown

Name of Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

What were his/her main objectives this cycle? Did he/she successfully achieve their objectives? Why or why not?

*Objectives often are OKRs, KPIs, and other metrics or projects that you were responsible for.*

Do his/her behaviors reflect the values of the organization. Provide specific examples when possible.

What are his/her biggest strengths? Provide specific examples when possible.

What are his/her biggest development areas? Provide specific examples when possible.

What would you need to see before promoting him/her?