

# How to Write a Performance Appraisal Report for Managers

Writing a **performance appraisal report** for managers involves evaluating their leadership skills, goal achievements, and overall impact on the team. The report should be clear, concise, and supported by specific examples to provide constructive feedback. Effective appraisals help managers understand their strengths and areas for improvement to enhance organizational success.

## Steps to Write a Performance Appraisal Report

- Start with a Summary:**
  - Briefly summarize the manager's role, responsibilities, and appraisal period.
- Evaluate Core Competencies:**
  - Assess leadership skills, decision-making abilities, and communication effectiveness.
- Review Goal Achievement:**
  - Outline key objectives set for the period and the manager's progress toward achieving them.
- Cite Specific Examples:**
  - Back up your evaluation with clear examples of successes and challenges.
- Identify Strengths and Areas for Improvement:**
  - Explain what the manager does well and where growth is needed.
- Set Development Goals:**
  - Provide actionable recommendations for the manager's professional development.
- Conclude with a Summary and Next Steps:**
  - Summarize the appraisal and suggest follow-up actions or review dates.

## Sample Performance Appraisal Report for Managers

**Employee Name:** John Doe

**Position:** Operations Manager

**Appraisal Period:** January – December 2023

### 1. Summary

John has managed the operations team effectively, ensuring productivity goals were met and processes were optimized throughout the year.

### 2. Core Competencies

- Leadership:** John fostered a collaborative team environment and led by example.
- Decision-Making:** He made timely and well-informed decisions that benefited both team members and the organization.
- Communication:** John maintained open communication with his team and addressed concerns promptly.

### 3. Goal Achievement

- Exceeded quarterly production targets by 10%.
- Implemented a new inventory management system, reducing costs by 15%.

### 4. Areas of Strength

- Strong team leadership and motivation skills.
- Proactive approach to problem-solving.

### 5. Areas for Improvement

- Delegate more tasks to team members to further develop their skills.
- Seek additional training in conflict resolution.

### 6. Development Goals

- Attend a leadership workshop by Q2 2024.
- Implement monthly one-on-one feedback sessions with team members.

### 7. Next Steps

Follow-up meeting scheduled for March 2024 to review progress on development goals.