

Manager Evaluation Form for Performance Review

The **sample manager evaluation form** for performance review is designed to streamline the assessment process by providing clear criteria and structured feedback. It helps managers objectively evaluate employee performance, identify strengths, and address areas for improvement. This form ensures consistent and constructive reviews across the organization.

Employee Information

Employee Name	
Position/Title	
Department	
Date of Review	
Manager Name	

Performance Criteria

Criteria	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement	Comments
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Teamwork & Collaboration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Strengths

Describe employee strengths...

Areas for Improvement

Describe areas where improvement is needed...

Goals & Objectives

List goals and objectives for the next review period...

Manager
Signature:

Employee
Signature:

Date:

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