

Manager Performance Review Checklist Template

Use this **manager performance review checklist template** to systematically evaluate employee achievements, skills, and growth areas. It ensures thorough and consistent feedback, fostering professional development and improved team performance. Streamline your review process with an organized and easy-to-use tool.

Employee Information

Name: _____
Position/Role: _____
Department: _____
Review Period: _____

Performance Review Checklist

- ☐ Achievement of goals and objectives
- ☐ Quality and accuracy of work
- ☐ Problem-solving and decision-making skills
- ☐ Communication and interpersonal skills
- ☐ Teamwork and collaboration
- ☐ Initiative and innovation
- ☐ Time management and productivity
- ☐ Adaptability and flexibility
- ☐ Leadership and people management (if applicable)
- ☐ Professional development and learning

Strengths

Areas for Improvement

Action Plan/Goals

Manager's Signature: _____ **Date:** _____
Employee's Signature: _____ **Date:** _____