

# 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

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## Areas for Improvement

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## Action Plan/Goals

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**Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_