

MANAGEMENT EVALUATION FORM

LAST NAME	FIRST	INITIAL	SUPERVISOR
			TYPE OF EVALUATION:
TITLE			DUE DATE:

INSTRUCTIONS:

1. The immediate supervisor meets with the evaluatee to determine those persons to be included in the Client Survey. The Client Survey forms should be returned directly to the immediate supervisor.
2. The evaluatee completes the self assessment rating portion of this form and submits it to his/her immediate supervisor.
3. The immediate supervisor, after receiving the Client Survey forms and the evaluatee's self assessment form, completes the supervisor's assessment portion as the overall evaluation and signs the form.
4. The immediate superior (Reviewer) of the supervisor reviews, may comment upon, and signs the form.
5. The immediate supervisor meets with the evaluatee to discuss the overall evaluation and has the evaluatee sign the form.
6. The immediate supervisor distributes the evaluation form as specified on the form and destroys all client survey forms.

EVALUATEE'S SELF-ASSESSMENT RATING SCALE 0 - 10	EVALUATION FACTORS <i>(rate by entering one number in each category from 0 - 10)</i>	SUPERVISOR'S ASSESSMENT	
		RATING SCALE 0 - 10	COMMENTS
	<p><u>I. COMPETENCE IN FIELD OR SPECIALTY</u></p> <p>Generally lacks competence.</p> <p>Somewhat competent; shows strength sometimes but is not consistent.</p> <p>Average to high level of competence.</p> <p>Extremely competent.</p>		
	<p><u>II. ORGANIZATIONAL AND ADMINISTRATIVE EFFECTIVENESS: PLANNING, ORGANIZING AND IMPLEMENTING TASKS OR PROGRAMS</u></p> <p>Generally poor.</p> <p>Fair; does routine tasks adequately.</p> <p>Average and better; plans, organizes, and implements some things quite well.</p> <p>Outstanding; plans, organizes, and implements all tasks and programs very well.</p>		
	<p><u>III. RELATIONS WITH OTHERS</u></p> <p>Has some difficulty in relating to others; this sometimes interferes w/effectiveness.</p> <p>Relates to others fairly well, works better with some persons than others.</p> <p>Works well with others; this facilitates handling of responsibilities.</p> <p>Works extremely well with subordinates, peers and superiors; very effective inter-personally.</p>		

	<p>IV <u>INITIATIVE AND RESOURCEFULNESS</u></p> <p>Needs detailed instructions; rarely develops any more effective ways of handling assignments; requires urging to keep job going.</p> <p>Occasionally offers worthwhile ideas and suggestions when encouraged to do so; requires some follow-up to keep job going.</p> <p>Has necessary drive and resourcefulness to deviate from routine and make effective suggestions; a self-starter who can be depended upon to follow through on projects without continued direction.</p> <p>Frequently makes ingenious suggestions; exceptionally self-reliant and resourceful; develops ideas and solutions to problems and follows through completely.</p>		
	<p>V. <u>LEADERSHIP</u></p> <p>Does not have respect of subordinates; neglects or discourages the development of subordinates; sometimes abrogates leadership responsibility. Does not manage employees within job descriptions or approved processes for assigning work outside job descriptions.</p> <p>Accepted as “supervisor”; tries to develop subordinates; generally obtains adequate results from subordinates.</p> <p>Successful in motivating persons to perform effectively; gets good results from them; recognizes and develops capable personnel. Manages employees within job descriptions or approved processes for assigning work outside job descriptions.</p> <p>Capable and forceful leader; inspires and motivates persons to perform with maximum effort; develops subordinates and makes sound evaluations of their work.</p>		
	<p>VI. <u>JUDGMENT</u></p> <p>Makes frequent errors in judgment; often overlooks consequences of decisions.</p> <p>Judgment usually sound under normal circumstances; knows own limitations and seeks guidance in decision making.</p> <p>Exercises good judgment in decision making; aware of impact of decisions in other areas.</p> <p>Exceptionally sound and sensible in decision making; foresees and evaluates impact of decision in related areas.</p>		
	<p>VII. <u>PROFESSIONAL DEVELOPMENT</u></p> <p>Does little to develop professionally.</p> <p>Works toward professional development to some degree.</p> <p>Works to develop professionally to a considerable degree.</p> <p>Works to develop professionally to a very high degree; continually learning and growing in professional skills and knowledge.</p>		

	<p>VIII. <u>CONTRIBUTION TO OVERALL GOALS OF DEPARTMENT/ DIVISION</u></p> <p>Does not contribute much to goals of department.</p> <p>Makes some contributions to goals of department; average to less than average in contributions.</p> <p>Contributes considerably to goals of department; provides responsible, consistent service.</p> <p>Makes a very significant contribution; extremely responsible; provides outstanding service.</p>		
	<p>IX. <u>EMPLOYEE MOTIVATION AND RETENTION</u></p> <p>Does not encourage employee participation in staff development programs. Does not complete employee evaluations in a timely manner.</p> <p>Is respected by employees. Allows employees to participate in training and development opportunities. Evaluations generally completed on time.</p> <p>Motivates employees to perform. Lower than average staff turnover. Actively encourages employee growth through staff development programs. Completes Career Success & Satisfaction Plans.</p> <p>Motivates employees to high levels of performance. Commands loyalty. Takes a leadership role in staff development. Collaboratively develops Career Success and Satisfaction Plans with each employee. Evaluations are timely and tied to Career Success and Satisfaction Plans.</p>		

SUPERVISOR'S OVERALL EVALUATION AND COMMENT: (May include areas for improvement and commendation – use additional sheets as necessary)

Supervisor's Signature	Title	Date
Reviewer's Signature	Title	Date
Employee's Signature	THIS REPORT HAS BEEN DISCUSSED WITH ME. SIGNING THIS FORM DOES NOT NECESSARILY MEAN THAT I AGREE WITH ALL THE RATINGS. I UNDERSTAND THAT I HAVE THE RIGHT TO SUBMIT A RESPONSE TO MY RATING.	Date

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