

Annual Self-Evaluation Form - Manager

Date:

Employee Name:

Evaluation Area

Notes

Competencies: WHAT

Delivering Results

Example behaviors at Meets Expectations:

- Achieves excellence in all tasks and goals.
- Maintains focus and perseveres, even in the face of obstacles.
- Uses time efficiently; adapts plans when changes occur. Prioritizes tasks based on importance. Delegates appropriately.
- Actively pursues professional development and growth for self and team.
- Is receptive to and implements suggestions for improvement. Solicits feedback. Actively identifies ways to improve.
- Holds direct reports accountable for producing quality, timely results; helps others maintain focus and overcome obstacles. Provides performance feedback that facilitates development.

Additional examples: [Unacceptable](#) [Far Exceeds Expectations](#)

Problem Solving

Example behaviors at Meets Expectations:

- Breaks down problems into fundamental parts. Identifies root causes and addresses problems in ways that lead to innovative solutions.
- Consistently, in all cases, makes informed decisions based on available and hard to find information. Utilizes information that is relevant, current and clear.
- Recognizes typical as well as complex and unusual issues, and actions needed to advance the decision making process. Recommends possible solutions. Follows up to ensure resolution.
- Creates new ideas and processes despite initial ambiguity of the situation; modifies approach to achieve results in changing situations.
- Assists employees in diagnosing problems and recognizing issues. Takes time to help employees identify critical connections, consequences and alternatives. Recognizes successful adaptations.

Additional examples: [Unacceptable](#) [Far Exceeds Expectations](#)

Functional Knowledge and Skills

Example behaviors at Meets Expectations:

- Demonstrates expertise in skill and knowledge within areas relevant to one's own function or work group.
- Develops and contributes to best practices in discipline or specialty area for the work group.
- Serves as a resource for others regarding major developments in discipline or specialty area, and facilitates sharing of methods and knowledge.
- Consistently, in all cases, seen by customers and team members as possessing high functional knowledge and skills.

Additional examples: [Unacceptable](#) [Far Exceeds Expectations](#)

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