Manager Performance Review Template

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| Manager information | | | |
| **Manager name** |  | Department |  |
| **Reviewer name** |  | Review period |  |

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| --- | --- | --- | --- | --- |
| Leadership and management skills | Needs improvement | Meet expectations | Exceeds expectations | Comments |
| Communication and transparency |  |  |  |  |
| Delegation and workload management |  |  |  |  |
| [Enter skill] |  |  |  |  |
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| Team and performance outcomes | Needs improvement | Meet expectations | Exceeds expectations | Comments |
| Team engagement and morale |  |  |  |  |
| Achievement of team goals and KPIs |  |  |  |  |
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| Self-assessment category | Manager response |
| Key achievements |  |
| Leadership challenges / obstacles |  |
| Development focus areas |  |

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| **Feedback from senior leaders** |
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| **Strengths and development opportunities** |
| * [Enter key strengths and areas for development] |

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| **Manager development plan** |
| * Short-term development goals (next 3–6 months): * Long-term development goals (next 12 months): * Support or resources needed: (e.g., leadership training, mentoring, coaching) |

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| Overall performance | Exceeds expectations | Meets expectations | Needs improvement |
| Performance rating |  |  |  |

|  |  |
| --- | --- |
| **Manager signature** |  |
| **Reviewer signature** |  |

Logo

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[A screenshot of a cellphone

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