 Manager/Supervisor Self-Evaluation

|  |  |  |
| --- | --- | --- |
| Employee Name:        | Job Title:      | Property:       |
| Date:       | Manager/Supervisor:        | Review Year:        |

**Performance Ratings:**

|  |
| --- |
| 7 - Outstanding: Clearly exceeds, by a significant degree, most of the major requirements of the job, while maintaining fully competent performance in the remaining duties. Performance results are clearly outstanding. Employee regularly assumes additional responsibilities beyond those which are required. |
| 6 – Excellent: Usually exceeds, by a significant degree, some of the major requirements of the job, while maintaining fully competent performance in the remaining duties. Employee often assumes additional responsibilities beyond those which are required. |
| 5 – Above Average: The level of performance normally expected of a fully competent employee. Occasionally exceeds the levels of performance called for by the stated duties and responsibilities of the job. |
| 4 - Average: The level of performance normally expected of a fully competent employee. Meets the levels of performance called for by the stated duties and responsibilities of the job. |
| 3 – Below Average: Performance is often below an acceptable level for the duties and responsibilities of the job.  |
| 2 - Poor: Performance is below an acceptable level for the duties and responsibilities of the job.  |
| 1 – Extremely Poor: Performance is far below an acceptable level for the duties and responsibilities of the job.  |

|  |  |  |
| --- | --- | --- |
| Performance Area | Rating 1-7 | Comments |
| **Attendance & Punctuality**: Reports on time for work, provides advance notice of need for absence.  |       |       |
| **Reliability & Dependability**: Consistently performs at a high level; manages time and workload effectively to meet responsibilities. |       |       |
| **Quality of work;** Freedom from errors and mistakes. Accuracy and quality of work in general. |       |       |
| **Communication Skills**: Written and oral communications are clear, organized and effective; listens and comprehends well. |       |       |
| **Judgment & Decision-Making**: Makes thoughtful, unemotional, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving. |       |       |
| **Initiative & Flexibility**: Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes. |       |       |
| **Directing & Motivating**: Creates an open and motivating environment that achieves maximum teamwork. Trains, develops, and drives the team to reach their maximum potential. |       |       |
| **Planning & Organizing**; Analyzes work, identifies challenges, and sets goals in a proactive manner. Considers the amount of supervision needed and the extent to which you can trust the team to complete tasks conscientiously. |       |       |
| **Knowledge & Development**: Knowledge of techniques, skills, tools, equipment, materials, products, policies, and procedures. Continually seeks ways to strengthen performance and regularly monitors new developments in field of work. |       |       |

|  |  |
| --- | --- |
| Questions | Answers  |
| Have there been any specific circumstances that have helped or hindered you in performing your job this year. If yes, what were they and how did they affect you? |       |
| What do you consider the most significant accomplishments you have made during this review period? |       |
| Please list the strengths you feel you bring to your role and M2 Property Group? |       |
| List two goals you have for next year. How can we help support you in accomplishing these goals? |       |
| What can your manager do to help you accomplish your goals? |       |
| Do you have skills you feel that are not being fully utilized in your current role? |       |
| What are some things would like to see changed within your team? |       |
| In what areas do you feel additional education, training and/or development would be beneficial to you? |       |
| What do you feel your manager can do to help you succeed in your role? |       |
| What do you feel M2 Property Group can do to help you succeed in your role? |       |

Employee’s Signature: Date: