



# Managerial Achievements and Overall Contribution Evaluation Form

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Manager's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

Instructions: Please rate the manager's achievements and overall contribution to organizational goals based on the scale provided. Provide specific examples and comments wherever necessary to support your ratings. This evaluation aims to assess the manager's performance in key areas and provide constructive feedback for their growth and development.

Scale: 1 - Unsatisfactory

2 - Needs Improvement

3 - Satisfactory

4 - Exceeds Expectations

5 - Outstanding

## I. Leadership and Team Management:

1. Provides clear direction and guidance to the team:

Rating: [ ] Comments:

2. Builds and maintains a motivated and cohesive team:

Rating: [ ] Comments:

3. Demonstrates effective communication and listening skills:  
Rating: [ ] Comments:

## **II. Goal Achievement and Results Orientation:**

1. Sets challenging yet achievable goals for the team:  
Rating: [ ] Comments:
2. Takes proactive measures to ensure goal attainment:  
Rating: [ ] Comments:
3. Monitors progress and adjusts strategies as needed:  
Rating: [ ] Comments:

## **III. Decision-Making and Problem-Solving:**

1. Makes informed and timely decisions:  
Rating: [ ] Comments:
2. Uses sound judgment and critical thinking in solving problems:  
Rating: [ ] Comments:
3. Considers various perspectives and seeks input when necessary:  
Rating: [ ] Comments:

## **IV. Organizational Contribution:**

1. Aligns departmental objectives with overall organizational goals:  
Rating: [ ] Comments:

2. Demonstrates a proactive approach to process improvement:  
Rating: [ ] Comments:

3. Represents the department effectively in cross-functional initiatives: Rating: [ ] Comments:

## **V. Professional Growth and Development:**

1. Takes initiative in acquiring new skills and knowledge:  
Rating: [ ] Comments:

2. Actively seeks feedback and applies it to improve performance:  
Rating: [ ] Comments:

3. Shows a commitment to continuous learning and self-improvement: Rating: [ ] Comments:

**Overall Rating: [ ]**

**Comments:**

**Areas of Strength:**

**Areas for Improvement:**

**Actionable Recommendations for Development:**

Thank you for completing this evaluation. Your feedback is valuable in recognizing achievements and supporting the manager's growth and success within the organization.