



Manager's Skills Assessment Form

Nan McKay

Manager's Name:

Assessment Date:

Section 1: Strategic Planning

1. Demonstrates understanding of the organization's strategic goals.
 - (Poor, Average, Good, Excellent)
2. Effectively translates strategic goals into team objectives.
 - (Poor, Average, Good, Excellent)
3. Shows foresight in planning and anticipates potential challenges.
 - (Poor, Average, Good, Excellent)
4. Makes data-driven decisions in strategic planning.
 - (Poor, Average, Good, Excellent)

Section 2: Team Management

1. Effectively delegates tasks, ensuring optimal team performance.
 - (Poor, Average, Good, Excellent)
2. Shows skill in managing diverse team members.
 - (Poor, Average, Good, Excellent)
3. Inspires and motivates team members toward achieving objectives.
 - (Poor, Average, Good, Excellent)
4. Handles conflicts within the team constructively.
 - (Poor, Average, Good, Excellent)

Section 3: Decision Making

1. Makes timely decisions when required.
 - (Poor, Average, Good, Excellent)
2. Uses sound judgment and analytical skills in decision-making.
 - (Poor, Average, Good, Excellent)
3. Considers team input and organizational goals in decision-making.
 - (Poor, Average, Good, Excellent)
4. Stands by decisions and takes responsibility for outcomes.
 - (Poor, Average, Good, Excellent)

Section 4: Communication

1. Expresses thoughts and ideas clearly and effectively.
 - (Poor, Average, Good, Excellent)

2. Listens actively and respects differing opinions.
 - (Poor, Average, Good, Excellent)

3. Effectively communicates team objectives and expectations.
 - (Poor, Average, Good, Excellent)

4. Provides constructive feedback and recognition to team members.
 - (Poor, Average, Good, Excellent)

Evaluator's Comments:

Evaluator's Name:

Evaluator's Position:

The evaluation scale is as follows:

Poor: Does not meet expectations and requires immediate improvement.

Average: Meets basic expectations but has room for improvement.

Good: Consistently meets expectations and occasionally exceeds them.

Excellent: Regularly exceeds expectations and demonstrates mastery in this area.