

# MANAGEMENT PERFORMANCE ANALYSIS

**Date:**

**Type of Evaluation:** Sales Department Evaluation of Management

**Employee:**

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Rate the following categories on a scale of 1-10 with 1 being extremely poor and 10 being extremely strong. Please be specific with comments and examples.

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## Communication

**1. How well would you rate the manager's over all ability to communicate his/her desires and/or requirements?**

1    2    3    4    5    6    7    8    9    10

Comments:

**2. How well would you rate the manager's over all ability to teach new concepts or industry related knowledge?**

1    2    3    4    5    6    7    8    9    10

Comments:

**3. How well would you rate the manager's over all ability to communicate on an individual basis?**

1 2 3 4 5 6 7 8 9 10

Comments:

**4. How well would you rate the manager's over all ability to communicate in a group setting?**

1 2 3 4 5 6 7 8 9 10

Comments:

**5. Rate the manager's ability to effectively relate your concerns or needs to customers:**

1 2 3 4 5 6 7 8 9 10

Comments:

**6. Rate the manager's ability to effectively relate your concerns or needs to your co-workers or other employees:**

1 2 3 4 5 6 7 8 9 10

Comments:

**7. Rate your comfort level in discussing your concerns and needs with the manager:**

1    2    3    4    5    6    7    8    9    10

Comments:

## **Education**

**8. Please rate the manager's practical, technical, and informational skills required to do the job.**

1    2    3    4    5    6    7    8    9    10

Comments:

## **Availability**

**9. Rate the extent to which the manager can be relied upon regarding task completion and follow-up.**

1    2    3    4    5    6    7    8    9    10

Comments:

**10. Rate the extent to which the manager is punctual:**

1 2 3 4 5 6 7 8 9 10

Comments:

**11. Rate your ability to contact the manager in a timely manner by telephone, two-way radio or other means:**

1 2 3 4 5 6 7 8 9 10

Comments:

**12. Rate your ability to speak with the manager on a face to face basis:**

1 2 3 4 5 6 7 8 9 10

Comments:

**Willingness to Help**

**13. Rate the manager's overall willingness to help:**

1 2 3 4 5 6 7 8 9 10

Comments:

**14. Rate the manager's willingness to help with internal problems:**

1 2 3 4 5 6 7 8 9 10

Comments:

**15. Rate the manager's willingness to help with customer issues:**

1 2 3 4 5 6 7 8 9 10

Comments:

**16. Rate the manager's willingness to help solve peer to peer issues:**

1 2 3 4 5 6 7 8 9 10

Comments:

**17. Rate the manager's willingness to help with educational issues:**

1 2 3 4 5 6 7 8 9 10

Comments:

**18. Rate the willingness and demonstrated ability to cooperate, work and communicate with coworkers, supervisors, and subordinates and/or outside contacts.**

1    2    3    4    5    6    7    8    9    10

Comments:

**19. Rate the stability, courtesy, personal appearance and judgement demonstrated on the job.**

1    2    3    4    5    6    7    8    9    10

Comments:

**1. Specific areas of improvement needed:**

**2. Specific areas of strength:**

**Employee's Comments/Suggestions:**

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**Employee's signature**

**(optional)**

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**Date**