

Alameda County Office of Education

MANAGER'S PERFORMANCE EVALUATION

NAME: _____

EVALUATOR: _____

BASIC MANAGEMENT FUNCTIONS DEFINED:

- 1. PLANNING: Anticipating future events and client needs, establishing objectives, and determining resources required to meet objectives.
2. ORGANIZING: Arranging functions, grouping activities, and designing roles of people to support the plan.
3. STAFFING: Providing enough competent people to support the plan and organizational structure.
4. DIRECTING: Deciding who must do what by when; communicating the decisions and motivating people to meet the objectives.
5. CONTROLLING: Measuring, identifying, and correcting variances from plan to ensure objectives are met.

MANAGEMENT SKILLS

1. PLANNING

1.1 SETTING OBJECTIVES: Improvement Adequate to Fully
Needed Job Demands Satisfied
Defines performance objectives relevant to office, division, section, or unit goals. Maintains objectives, current and achievable. Remarks:

1.2 SPECIFYING STANDARDS: Improvement Regularly Meets Exceeds
Needed Requirements Requirements
Identifies reliable indicators of satisfactory performance for key responsibilities. Provides systematic and accurate data for measuring progress to objectives. Remarks:

1.3 DESIGNING PROGRAMS: Improvement Regularly Meets Exceeds
Needed Requirements Requirements
Develops tasks and sequences of tasks to meet objectives. Establishes rules and procedures for effecting inter-unit-section-division coordination. Schedules work and allocates resources consistent with objectives. Remarks:

2. ORGANIZING

2.1 DESIGNING STRUCTURE:

Defines and organizes functions and resources for smooth work flow and coordination of efforts. Establishes tasks in support of objectives and maintains integrity of organization structure for efficient work performance, communications, and decision making.

Improvement Satisfactory Demonstrates
____ Needed ____ Progress ____ Strength

Remarks:

2.2 DELEGATING ROLES:

Gives responsibility and authority to qualified individuals according to predetermined plans. Holds each position accountable for results.

Improvement Regularly Meets Excellent
____ Needed ____ Requirements ____ Delegator

Remarks:

2.3 INTEGRATING RELATIONSHIPS:

Modifies and balances structure to achieve team effectiveness. Maintains flexibility and adapts functions to changes and identified needs of clients. Integrates function with office plans.

Improvement Adequate to Exceptional
____ Needed ____ Job Demands ____ Skill

Remarks:

3. STAFFING

3.1 SELECTING PERSONNEL:

Defines job requirements and position specifications, screens qualified people and recommends for employment those persons who have the ability and desire to perform.

Improvement Satisfies Exceeds
____ Needed ____ Requirements ____ Requirements

Remarks:

3.2 EVALUATING POTENTIAL:

Accurately assesses capacity of personnel for increased responsibility. Identifies best direction, timing, and kind of new experiences for personnel.

Improvement Satisfies Exceeds
____ Needed ____ Requirements ____ Requirements

Remarks:

3.3 DEVELOPING STRENGTHS: Improvement Satisfies Exceeds
 Expands knowledge, develops confidence, establishes pattern of success of personnel; provides skills training and counsels personnel. Reviews progress with praise and constructive criticism. ___ Needed ___ Requirements ___ Requirements
 Remarks:

4. DIRECTING

4.1 DECISION MAKING: Improvement Meets Job Strong
 Arrives at appropriate conclusions; demonstrates powers of objectivity, fact-seeking, and analysis; makes sound and timely judgments under pressure. ___ Needed ___ Requirements ___ Capability
 Remarks:

4.2 COMMUNICATING: Improvement Satisfactory Surpasses
 Maintains adequate flow of information in day-to-day work relationships; conducts efficient meetings; listens attentively; speaks to the point; keeps staff, superior, and lateral co-workers informed. ___ Needed ___ Progress ___ Requirements
 Remarks:

4.3 LEADING AND MOTIVATING: Improvement Adequate to Excellent
 Encourages and inspires people to take necessary actions. Causes people to accomplish desired results. Obtains the best performance that people have to give. ___ Needed ___ Job Demands ___ Motivator
 Remarks:

5.0 CONTROLLING

5.1 MEASURING PERFORMANCE: Improvement Adequate Standards
 Reviews performance; determines how results compare to objectives according to prescribed performance standards; tests standards and results for reliability. ___ Needed ___ Progress ___ Well Established
 Remarks:

5.2 IDENTIFYING DEFICIENCIES:

Pinpoints significant deficiencies from standards. Analyzes and tests for cause of deficiencies.

Improvement Adequate to Maintains
____ Needed ____ Job Demands ____ Complete Grasp

Remarks:

5.3 CORRECTING DEFICIENCIES:

Develops alternative courses of action to correct deficiencies; weighs risks, costs, obstacles, and unwanted consequences for corrective actions. Implements corrections effectively with proper timing, resulting in desired effect.

Improvement Regularly Meets Exceptionally
____ Needed ____ Requirements ____ Strong Control

Remarks:

Additional Comments by Evaluator: _____

Employee's Comments: _____

Employee: *I have seen and discussed this report with my manager.*

EMPLOYEE'S SIGNATURE

DATE

EVALUATOR'S SIGNATURE

DATE

Instructions to evaluator: Send original, signed copy to Human Resources.
Make a photocopy for employee and one for your files.