Omeath District Development Company

Appraisal Form



Appraisal Form – Line Manager or Department Supervisor

Guidelines

This appraisal form should be used to indicate the level of performance achieved by the line manager during the time period under review. Levels of performance may be defined as:

- Excellent: Performance is clearly outstanding and far exceeds standards or expectations on an on-going basis.
- Good: Performance generally meets or exceeds standards or expectations on an on-going basis.
- Satisfactory: Performance is adequate and the line manager is developing in the role.
- Needs Improvement: The line manager has failed to meet one or two expected standard(s) of performance.
- Unacceptable: line manager performance fails to meet the standards required for the role.
- No Basis for Evaluation: The activity or skill being evaluated has not been observed. No other evidence exists upon which to make a performance judgement.

Please use these definitions to indicate your perceptions of the line manager's performance. You are provided with an opportunity to comment freely at the end of each performance category should you wish to do so.

	Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
MANAGERIAL QUALITIES			_			
A self-starter exhibiting drive and energy		\bigcirc		\bigcirc	\bigcirc	\bigcirc
Sets high personal standards and goals		\bigcirc				\bigcirc
Functions effectively in groups, commands respect and co-operation from sub-ordinates	0	\bigcirc		\bigcirc	0	\bigcirc
Provides direction to sub-ordinates		\bigcirc		\bigcirc	\bigcirc	\bigcirc
Delegates appropriately to sub-ordinates		\bigcirc		\bigcirc		\bigcirc
Shows initiative and openness to new ideas	0	\bigcirc		\bigcirc	\bigcirc	\bigcirc
Evaluates sub-ordinates and work programmes/services effectively	0	\bigcirc	\circ	\bigcirc		\bigcirc
Demonstrates effective analytical and problem-solving skills	0	\bigcirc	0	\bigcirc	0	\bigcirc
Communicates effectively		\bigcirc		\bigcirc		\bigcirc
Leads sub-ordinates effectively		\bigcirc		\bigcirc	\bigcirc	\bigcirc
Monitors departmental budgets and key performance indicators effectively					0	

	Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
PERSONAL QUALITIES & SKILLS						
Demonstrates integrity and professionalism	0	\bigcirc	\bigcirc	\bigcirc		\bigcirc
Demonstrates decisiveness and good organisational skills	0	\bigcirc	\circ	\bigcirc	\bigcirc	\bigcirc
Demonstrates knowledge of the company, sector and stakeholders	0	\bigcirc	0	\bigcirc	0	\bigcirc
Motivates sub-ordinates Demonstrates ability to think strategically			0	0	0	

	Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
RELATIONSHIP WITH SENIOR STAFF						
Communicates and works effectively with Managing Director/CEO		\bigcirc	\bigcirc	\bigcirc	\circ	\bigcirc
Provides adequate information (both strategic and operational) in a timely manner						

DEPARTMENT PERFORMANCE

		What were the main factors affecting the performance of the department during the time period?
What are the key departmental goals to be ac	hieved for the coming 12 months?	

LINE MANAGER EVALUATION

	What are the areas that the line manager needs to develop further?	What assistance or resources are required to help the line manager to address developmental needs?
What are the line manager's personal goals fo	r the coming 12 months?	