

PROGRAM MANAGER EVALUATION: STAFF FEEDBACK FORM

Your name:

*Please enter your name above. This is for security purposes, to verify that you are a permanent employee in this program. The summary of feedback presented to the manager will NOT include staff names.*

Manager's name:

Program:

Date completed:

OVERVIEW

Having excellent Managers in our programs is a top priority for us and our teams. We are also concerned about the quality of your working lives and would like to ensure that you have as much support as you need and feel comfortable about the leadership of your team. The only way to help your team leader improve is to give him/her honest and constructive feedback.

All permanent employees are invited to complete the attached feedback form at the time of their Program Manager's evaluation. The completed forms should be returned to Human Resources, in a sealed envelope. They will be typed into a confidential summary of feedback, and the original hand-written forms will be destroyed. Only the typed summary is given to the Program Manager.

PLEASE OBSERVE THE FOLLOWING GUIDELINES

1. Focus on the "here and now", not past practice
2. Cite specific examples where appropriate
3. Be constructive: avoid insults and sarcasm
4. Focus on personal observations, not second-hand reports

Thank-you for taking the time to complete this form!

PERFORMANCE RATING SCALE

- 1 VERY GOOD:** Performance exceeds standards: Manager applies a high degree of imagination and energy, and strives to improve.
- 2 GOOD:** Performance meets standards: Manager handles responsibilities in a competent manner.
- 3 NEEDS IMPROVING:** Performance sometimes meets standards: improvement is needed for work to be consistently satisfactory.
- 4 UNSATISFACTORY:** Performance does not meet standards in key areas: substantial improvement is required.

**N/O:** NOT OBSERVED

Manager's name:

	1	2	3	4	N/O
<b>LEADERSHIP:</b> Manager articulates a clear sense of vision, purpose and direction. Promotes and develops teamwork. Includes team members in decision-making. Serves as a role model for staff. Able to delegate effectively.					
<b>SUPERVISION:</b> Manager provides effective supervision and direction to the team. Has clear and fair expectations of staff. Effectively evaluates staff performance.					
<b>COMMUNICATION:</b> Interpersonal communication is clear and respectful. Written communication is clear and concise. Manager is approachable and responsive. Demonstrates understanding of other points of view.					
<b>PROFESSIONALISM:</b> Completes work according to standards and within established timelines. Demonstrates understanding of all aspects of the job. Resolves problems promptly and effectively. Good time management, punctuality and attendance. Demonstrates good judgement.					

Summary of strengths:

Suggestions for improvement:

Thank you for completing this feedback form. Please return your completed feedback to Human Resources in a sealed envelope.