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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Manager Performance Review Template**

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| **Manager Performance Review Template** |
| **Adele Vance:** Retail Manager |   | **Reviewer:** Miriam Graham**Review Period:** **Self-review submitted on: Review Due:Finalize Due:**  |
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| These questions are designed to assess various aspects of a manager's performance and provide valuable feedback for their professional development and improvement. |
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| **1. Leadership and Vision:** |
| **Q1:** How effectively do you communicate the organization's vision and goals to your team? |
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| **Q2:** Can you provide examples of how you have inspired and motivated your team to achieve high performance? |
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| **Q3:** How do you demonstrate leadership qualities in guiding your team through challenges and changes? |
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| **2. Team Management:** |
| **Q1:** How well do you build and develop your team members' skills and capabilities? |
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| **Q2:** Can you provide examples of how you foster collaboration and teamwork within your team? |
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| **Q3:** How do you handle conflicts or performance issues among team members? |
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| **3. Goal Setting and Performance Management:** |
| **Q1:** How do you set clear and achievable goals for your team members? |
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| **Q2:** Can you demonstrate how you track and measure progress towards team goals? |
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| **Q3:** How do you provide feedback and support to help your team members achieve their performance objectives? |
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| **4. Decision Making and Problem Solving:** |
| **Q1:** Can you provide examples of significant decisions you have made as a manager and the rationale behind them? |
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| **Q2:** How do you approach problem-solving and decision-making within your team? |
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| **Q3:** Can you share an example of a challenging problem or issue you successfully resolved as a manager? |
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| **5. Communication and Collaboration:** |
| **Q1:** How effectively do you communicate with your team members, superiors, and other departments? |
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| **Q2:** Can you demonstrate how you foster open and transparent communication within your team? |
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| **Q3:** How do you collaborate with other departments or stakeholders to achieve shared goals and objectives? |
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| **6. Performance Evaluation and Feedback:** |
| **Q1:** How do you conduct performance evaluations for your team members? |
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| **Q2:** Can you provide examples of constructive feedback you have given to team members to help them improve their performance? |
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| **Q3:** How do you recognize and reward outstanding performance within your team? |
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| **7. Resource Management:** |
| **Q1:** How effectively do you manage resources, such as budget, time, and manpower, to achieve team goals? |
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| **Q2:** Can you demonstrate how you prioritize tasks and allocate resources to meet deadlines and objectives? |
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| **Q3:** How do you identify and address resource constraints or bottlenecks within your team? |
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| **8. Professional Development:** |
| **Q1:** What steps do you take to support the professional development and career growth of your team members? |
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| **Q2:** Can you provide examples of training or mentoring opportunities you have provided to help team members enhance their skills and knowledge? |
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| **Q3:** How do you stay updated on industry trends and best practices to continuously improve your managerial skills? |
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| **Rating of this employee (Miriam's answers) (Between 1-10)** |
|   | **Rating** |   | **Weighted Average** |
| **Cultural fit** | 6.5 |   | 7.125 |
| **Goal progress** | 8 |   |
| **Quality of work** | 7 |   |
| **Communication** | 7 |   |
| **Overall Comments** |
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| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |