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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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| **Adele's answers** | | | | **Miriam's answers** | |
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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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| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |