

## APPENDIX G

### Employee Manager Assessment *(Optional)*

YOUR NAME:

YOUR MANAGER'S NAME:

DATE:

The following are some categories for you to consider as you prepare an assessment of your manager. Once you have reflected on the past year, please summarize your thoughts and pass them along to your manager by the date you have both agreed on. TIP: This tool may be most effective is separated from employee review time. *HR recommends that you solicit this input after you have completed and delivered the employee's review.*

- **FEEDBACK.** What aspects of the manager's supervision worked well?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- **COMMUNICATION.** In what ways could your supervisor improve communication or the ability of an employee to do their job?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- **COACHING SUPPORT.** Is there anything your manager could do to help you to be more effective in achieving your goals or more productive overall? If applicable, please write a brief description.