

**Hoffman Development Corporation
Manager Performance Review**



Name: _____ Date: _____

Title: _____ Location: _____

I. Overall Performance Rating and Trends(Refer to Performance Review rating definitions):

Outstanding Above Average Average Below Average

Unsatisfactory

Performance Trends: Upward Stable Declining

II. Performance Competency Ratings:

	Outstanding	Above Average	Below Average	Unsatisfactory
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revenue/Profits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Performance ratings classified as **Outstanding** or **Unsatisfactory** must be supported with written comments.

III. Significant Accomplishments: List the Manager's most important Accomplishments during the review period and comment on the results achieved.

IV. Areas requiring attention during the coming review period:

V. Major Goals for the coming year:

Manager: _____ **Date:** _____

District Manager: _____ **Date:** _____