

First Name:

Date:

Last Name:

Position:

**Communication**
**How frequently does the manager demonstrate this competency?**

Listens attentively	Never	Rarely	Sometimes	Often	Always
Provides essential information	Never	Rarely	Sometimes	Often	Always
Communicates clearly	Never	Rarely	Sometimes	Often	Always
Gets buy-in	Never	Rarely	Sometimes	Often	Always

**Leadership**
**How frequently does the manager demonstrate this competency?**

Inspires trust	Never	Rarely	Sometimes	Often	Always
Motivates others	Never	Rarely	Sometimes	Often	Always
Provides a direction	Never	Rarely	Sometimes	Often	Always
Encourages innovation	Never	Rarely	Sometimes	Often	Always

**Team Management**
**How frequently does the manager demonstrate this competency?**

Creates a positive environment	Never	Rarely	Sometimes	Often	Always
Remains available	Never	Rarely	Sometimes	Often	Always
Adopts a participative approach	Never	Rarely	Sometimes	Often	Always
Encourages development	Never	Rarely	Sometimes	Often	Always

**Task Management**
**How frequently does the manager demonstrate this competency?**

Defines objectives and priorities	Never	Rarely	Sometimes	Often	Always
Plan tasks	Never	Rarely	Sometimes	Often	Always
Demonstrates agility/flexibility	Never	Rarely	Sometimes	Often	Always
Delegates efficiently	Never	Rarely	Sometimes	Often	Always

**Strategic Management**
**How frequently does the manager demonstrate this competency?**

Anticipates risks and opportunities	Never	Rarely	Sometimes	Often	Always
Has a long-term vision	Never	Rarely	Sometimes	Often	Always
Aligns decisions with vision	Never	Rarely	Sometimes	Often	Always
Is able to take critical decisions	Never	Rarely	Sometimes	Often	Always

**About EmployeeConnect**

We provide an end-to-end workforce management solution that lets HR leaders and their team transform the way employees are traditionally managed, engaged and recognised – Learn more at [www.employeeconnect.com](http://www.employeeconnect.com)