

## Branch Manager Evaluation Form

Employee Name \_\_\_\_\_ Department \_\_\_\_\_ Period Covered \_\_\_\_\_

Evaluated by \_\_\_\_\_ Date Completed \_\_\_\_\_ Date Reviewed with Employee \_\_\_\_\_

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Administration</b></p> <p>Structures activities of groups, individuals, and self.                      Uses resources to maximize productivity and efficiency.                      Plans, sets goals, and develops strategies to meet goals.                      Efficiently uses time and energy.                      Comments:</p>			
<p><b>Leadership</b></p> <p>Gains understanding, support, and effective action of others to achieve objectives.                      Sets and maintains high standards.                      Builds collaborative team atmosphere.                      Takes charge and responds appropriately to unexpected situations.                      Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Branch Manager Evaluation Form, Page 2**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Interpersonal Skills</b></p> <p>Develops relationships that enhance understanding, respect, and communication.</p> <p>Deals effectively with conflict.</p> <p>Works as a team player.</p> <p>Comments:</p>			
<p><b>Problem-Solving Skills</b></p> <p>Effectively processes and analyzes information to learn new material, identify and define problems, and make decisions.</p> <p>Uses quantitative and financial analyses to make sound decisions.</p> <p>Comments:</p>			
<p><b>Communications</b></p> <p>Communicates clearly, accurately, thoroughly, and effectively.</p> <p>Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Branch Manager Evaluation Form, Page 3**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Motivation</b></p> <p>Establishes high performance standards for self.</p> <p>Sets challenging goals.</p> <p>Demonstrates commitment to the cooperative.</p> <p>Comments:</p>			
<p><b>Personal Adaptability</b></p> <p>Demonstrates self confidence in handling work challenges.</p> <p>Demonstrates flexibility, adaptability, and integrity when facing frustration or adversity.</p> <p>Comments:</p>			
<p><b>Technical Knowledge</b></p> <p>Understands thoroughly technical fundamentals of the job.</p> <p>Stays informed of technical developments.</p> <p>Understands company practices and techniques.</p> <p>Recognizes the significance of technology specific to the cooperative.</p> <p>Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Branch Manager Evaluation Form, Page 4**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Supervision</b></p> <p>Establishes and communicates branch goals and results to employees.</p> <p>Staffs branch and delegates work load to meet market requirements.</p> <p>Actively supports employee growth.</p> <p>Upholds cooperative policies.</p> <p>Comments:</p>			
<p><b>Marketing</b></p> <p>Develops and implements an annual marketing plan.</p> <p>Directs branch marketing activities.</p> <p>Develops an annual sales and promotion program.</p> <p>Comments:</p>			
<p><b>Profitability and Sales</b></p> <p>Establishes and achieves branch profitability and sales goals.</p> <p>Increases market share through regular sales efforts.</p> <p>Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Branch Manager Evaluation Form, Page 5**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Reporting</b></p> <p>Submits all required operational reports to management in a timely manner.</p> <p>Comments:</p>			
<p><b>Purchasing</b></p> <p>Purchases quality products for competitive resale.</p> <p>Comments:</p>			
<p><b>Resale Pricing</b></p> <p>Sets competitive prices of products and services.</p> <p>Comments:</p>			
<p><b>Inventory</b></p> <p>Effectively manages inventory levels.</p> <p>Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Branch Manager Evaluation Form, Page 6**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<b>Service</b> Provides and promotes exceptional service. Comments:			
<b>Maintenance</b> Maintains property, facilities, and equipment. Comments:			
<b>Other Duties</b> Performs other duties as assigned by the general manager. Enforces and upholds the cooperative's credit policy. Comments:			
<b>Total Score =</b>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Branch Manager Evaluation Form, Page 7**

<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
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**Overall Merit Rating**

- 451 - 500 - Outstanding
- 351 - 450 - Exceeds Standards
- 251 - 350 - Met Standards
- 151 - 250 - Below Standards
- 100 - 150 - Unacceptable

Signature of Manager/Supervisor \_\_\_\_\_ Date\_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date\_\_\_\_\_

**Rating System**

**5** - Outstanding    **4.5 to 4** - Above standards    **3.5 to 3** - Met standards    **2.5 to 2** - Below standards    **1** - Unacceptable