

Feed Department Manager Evaluation Form

Employee Name _____	Department _____	Period Covered _____
Evaluated by _____	Date Completed _____	Date Reviewed with Employee _____

	Weight <small>Total must equal 100%</small>	Rating <small>Use 1 through 5</small>	Score <small>Weight x Rating</small>
<p>Supervision</p> <p>Established and communicated department goals and results to employees.</p> <p>Staffed department and delegated work load to meet market requirements.</p> <p>Actively supported employee growth.</p> <p>Supervised and performed tasks to increase efficiency and productivity.</p> <p>Comments:</p>			
<p>Marketing</p> <p>Developed and implemented an annual marketing plan.</p> <p>Directed department marketing activities.</p> <p>Developed an annual sales and promotion program.</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

	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
Profitability and Sales Established and achieved profitability and sales goals. Increased market share through regular sales efforts. Comments:			
Reporting Submitted all required operational reports to management in a timely manner. Comments:			
Purchasing Purchased quality products for competitive resale. Comments:			
Resale Pricing Set competitive prices of products and services. Comments:			

Rating System

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

	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
Inventory Effectively managed inventory levels. Comments:			
Service Provided and promoted exceptional service. Comments:	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
Maintenance Maintained property, facilities, and equipments. Comments:			
Other Duties Performed other duties as assigned by the general manager and enforced and upheld the company credit policy. Comments:			
Total Score =			

Rating System

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

Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
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Overall Merit Rating

- 451 - 500 - Outstanding
- 351 - 450 - Exceeds Standards
- 251 - 351 - 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