

Operations Manager Evaluation Form

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

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

Operations Manager Evaluation Form, Page 2

| | Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|---|--|----------------------------------|---------------------------------|
| <p>Interpersonal Skills</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>Problem-Solving Skills</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>Communications</p> <p>Communicates clearly, accurately, thoroughly, and effectively.</p> <p>Comments:</p> | | | |

Rating System

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Operations Manager Evaluation Form, Page 3

| | Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|---|--|----------------------------------|---------------------------------|
| <p>Motivation</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>Personal Adaptability</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>Technical Knowledge</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> | | | |

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Operations Manager Evaluation Form, Page 4

| | Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|---|--|----------------------------------|---------------------------------|
| <p>Supervision</p> <p>Establishes and communicates department goals and results to employees.</p> <p>Staffs department and delegates work load to meet market requirements.</p> <p>Actively supports employee growth.</p> <p>Upholds cooperative policies.</p> <p>Supervises office operations and daily reporting.</p> <p>Comments:</p> | | | |
| <p>Grain Handling</p> <p>Coordinates purchases.</p> <p>Coordinates receiving, sampling, and grading.</p> <p>Coordinates shipping.</p> <p>Maintains grain quality and quantity.</p> <p>Comments:</p> | | | |

Rating System

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Operations Manager Evaluation Form, Page 5

| | Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|---|--|----------------------------------|---------------------------------|
| <p>Other Product Handling</p> <p>Coordinates receiving. Maintains quality manufacturing and mixing. Maintains quality warehousing. Schedules deliveries. Comments:</p> | | | |
| <p>Maintenance</p> <p>Maintains property, facilities, and equipment. Comments:</p> | | | |
| <p>Job Knowledge</p> <p>Understands the requirements of the job. Comments:</p> | | | |
| <p>Quality of Work</p> <p>Work is accurate and neat. Comments:</p> | | | |

Rating System

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Operations Manager Evaluation Form, Page 6

| | Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|---|--|----------------------------------|---------------------------------|
| <p>Quantity of Work</p> <p>Consistently performs an adequate amount of satisfactory work. Comments:</p> | | | |
| <p>Cooperation</p> <p>Works well and effectively with co-workers and supervisors. Supports company policies and goals. Comments:</p> | | | |
| <p>Initiative</p> <p>Begins assignments without direction and recognizes the best way of accomplishing tasks. Comments:</p> | | | |
| <p>Attendance and Dependability</p> <p>Can be relied upon to report to work and stay on the job. Comments:</p> | | | |

Rating System

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Operations Manager Evaluation Form, Page 7

| | Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|--|--|----------------------------------|---------------------------------|
| <p>Problem Solving</p> <p>Handles on the job problems. Comments:</p> | | | |
| <p>Other Duties</p> <p>Performs other duties as assigned by management. Enforces and upholds the cooperative's credit policy. Comments:</p> | | | |
| <p>Total Score =</p> | | | |

Rating System

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Operations Manager Evaluation Form, Page 8

| Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|---|----------------------------------|------------------------------------|
|---|----------------------------------|------------------------------------|

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