

IF YOU HAVE DIRECT-REPORTS
An Assistant or Others You Delegate Work To

Please complete one page for each person who reports directly to you/does work for you
If you are assigned a rep at a support center, include that person

Employee's Name: _____

Title: _____

What percentage of his/her time is yours? _____

Is his/her office in your building? _____

How long have you worked together? _____

Did you hire him/her? Yes No

Are you responsible for his/her performance evaluation? Yes Contribute to it No

How frequently do you meet? _____

How do you like him/her personally? (1=not at all; 10=very much) _____

How would you characterize your relationship? _____

Rate the fit between this person's knowledge, skills and abilities and his/her job (1=low; 10=high): _____

Rate the fit between this person's personality and his/her job (1=low; 10=high): _____

Rate your trust level with him/her regarding the following (1=not at all; 10=completely):

Protecting confidential information: _____

Do assignments on time: _____

Do assignments completely: _____

Do assignments accurately: _____

Speak up if s/he needed clarity about some matter: _____

Speak up if s/he needed to negotiate deadlines/deliverables, etc.: _____

Speak up if s/he felt uncomfortable with your behavior: _____

Is this person performing all his/her job duties? Yes No

What would you like to hand off to him/her that you don't currently?

Why don't you? _____

Other relevant information about this employee: _____