

**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: \_\_\_\_\_