

Overview

What is the purpose of this form? To provide your manager's manager with supplemental feedback to help round out the performance review process and ensure robust reflection and development planning for your manager.

Who should complete this form? Staff members

When should this form be used? During the performance review process

Instructions

1. Familiarize yourself with the core values and competency definitions below
2. Think about your manager's past and current behavior since the last performance review or in the case of a new manager, since your manager has been supervising you. Note: Behavior exhibited greater than 12 months ago should not be taken into consideration as this would have been captured during the manager's previous performance review.
3. Provide comments supplemented with specific examples for the questions, as applicable. Bulleted lists are perfectly acceptable - there is no need to over invest in writing formal prose - the main idea is to share your feedback in a way that is easily accessible.
4. Email your review to your manager's manager.

Considerations

When reflecting on your peer's performance in his/her work with you, consider Teach For America's core values and competency clusters, listed and defined here:

Core Values

- **Transformational Change:** We seek to expand educational opportunity in ways that are life-changing for children and transforming for our country. Given our deep belief in children and communities, the magnitude of educational inequity and its consequences, and our optimism about the solvability of the problem, we act with high standards, urgency, and a long-term view.
- **Leadership:** We strive to develop and become the leaders necessary to realize educational excellence and equity. We establish bold visions and invest others in working towards them. We work in purposeful, strategic, and resourceful ways, define broadly what is within our control to solve, and learn and improve constantly. We operate with a sense of possibility, persevere in the face of challenges, ensure alignment between our actions and beliefs, and assume personal responsibility for results.
- **Team:** We value and care about each other, operate with a generosity of spirit, and have fun in the process of working together. To maximize our collective impact, we inspire, challenge and support each other to be our best and sustain our effort.
- **Diversity:** We act on our belief that the movement to ensure educational equity will succeed only if it is diverse in every respect. In particular, we value the perspective and credibility that individuals who share the racial and economic backgrounds of the students with whom we work can bring to our organization, classrooms, and the long-term effort for change.
- **Respect & Humility:** We value the strengths, experiences and perspectives of others, and we recognize our own limitations. We are committed to partnering effectively with families, schools and communities to ensure that our work advances the broader good for all children.

Competency Clusters

- **Operating & Managing:** Managing people, processes, and initiatives in order to achieve organizational excellence
- **Building Relationships & Influencing Others:** Building relationships and networks and effectively communicating with and aligning others with Teach For America's goals

- Reasoning & Strategic Thinking: Identification of opportunities, thoughtful analysis and synthesis of data leading to strategic solutions

Guidance When Completing Manager Reviews:

- The Manager Review Form is confidential. The Manager Review Form should be completed and submitted to your manager’s manager, and he/she will then synthesize it into the Individual Performance Review Form that will be given to your manager.
- While you are not obligated to discuss the Manager Review Form directly with your manager, nor will he/she ever know what specific input you gave towards his/her review, if you feel comfortable, you are certainly encouraged to discuss any feedback you would like to give directly as part of your performance review conversation or during a separate check-in.
- Please complete the questions below as relevant. It is not essential to complete the entire form, just populate the fields where you have significant information to share. However, please keep in mind that you are in a unique position to provide feedback from a direct report’s perspective on your manager’s proficiency in the manager-only Operating and Managing cluster competencies (i.e. Assembling Effective Teams, Managing Team Execution, Influencing and Motivating Teams and Coaching and Developing Others), so your input in those areas is particularly helpful.

Date	3/11/14		
Your Manager’s Information:		Your Information:	
Name	Candace Potter	Name	Simoné McGautha
Position		Position	
Team		Team	

Feedback Context
<i>Please provide background on the context in which you have worked with your manager (e.g. how long you have worked together).</i>
Candace and I have been working together for the past year. She is great! Not only does she help me in a professional setting but also in other areas of my life.

Demonstrating Core Values
<i>How does your manager embody the core values? Are there any notable strengths or weaknesses in these areas? You do not need to comment on each core value - please comment only on those where you feel you have appropriate information to share, using specific examples wherever possible.</i>
She has a passion for diversity. She has open dialogues with me about cultural experiences and she is always willing to learn and experience new and foreign things.

Manager-Only Competencies
<i>As a direct report of your manager, you have a unique perspective on the manager-only competencies (Assembling Effective Teams, Coaching, Managing Team Execution, Influencing and Motivating Teams and Coaching and Developing Others). Provide your overall thoughts on your manager’s performance in these areas, using specific examples wherever possible.</i>

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Key Areas of Strength
<i>When thinking about the work that you share with your manager, what are the top one to three areas of strength that help your manager contribute positively his/her goals? Refer to specific core values, competencies and/or functional/technical skills or organizational stewardship. Provide comments and/or examples to support your selections.</i>
Adaptability, cultural awareness and passion

Demonstrated Areas of Improvement
<i>Comment on any areas where you have noted demonstrated improved performance in the past twelve months. Refer to specific core values, competencies and/or functional/technical skills or organizational stewardship. Provide comments and/or examples to support your selections.</i>
Taking ideas from her CCCs and making them work. Very much a team worker.

Key Areas for Growth
<i>What are the top one to three areas for growth that would make your manager more effective at reaching his/her goals? Refer to specific core values, competencies and/or functional/technical skills or organizational stewardship. Provide comments and/or examples to support your selections.</i>
Communication

Additional Comments
<i>Describe how your manager's impact is most experienced by you. This could include how your manager impacts your satisfaction and/or engagement in your role and in the organization, as well as the role your manager takes in supporting your short-term and long-term development opportunities at Teach For America. Please also share any other observations or reflections that might help guide your manager's professional development, including any comments around progress to goals.</i>
How do you feel about the way you and your manager are working together? Comment on your manager's ability to support and develop you professionally.
I am definitely going to miss her.