**Template MS2 - managers**

**Assessment of the manager’s ability to lead, allocate tasks and create a peaceful work environment, produce results and represent KI as an employer.**

**This template is used as a complement to the relevant other template (template for technical/administrative staff or template for teaching and research staff).**

**Manager level (assumes staff and budget responsibility)**

Manager level 1, President (not relevant here)

Manager level 2, Head of Department, University Director or Library Director

Manager level 3, Head of Section, Division or Unit

Manager level 4, Head of Unit, research group leader, etc.

Staff responsibility for employees, of whom \_\_\_\_\_\_are managers

Budget responsibility for SEK\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tick the appropriate box.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Performance** |  **1 Unsatisfactory** |  **2** |  **3 Good** |  **4** |  **5 Excellent** |
|  **Skills in leading, representing and developing the operations** |
| Lead the operations and make decisions based on KI’s vision, strategy and values |  |  |  |  |  |
| Ability to lead the group to good results |  |  |  |  |  |
| Ability to develop the operations through collaboration and participation |  |  |  |  |  |
| Ensure legally secure decisions in the operations based on laws, regulations, steering documents and policies |  |  |  |  |  |
| Represent KI as an employer in a correct manner |  |  |  |  |  |
| Ensure that the operations are sustainable from a skills supply and financial perspective |  |  |  |  |  |
| Good ability in terms of organization and structure |  |  |  |  |  |
| Good communication skills |  |  |  |  |  |
|  |
| **Skills in managing employees** |
| Be enthusiastic, supportive and affirm their employees in a respectful manner |  |  |  |  |  |
| Support and create conditions for employee development |  |  |  |  |  |
| Delegate tasks and mandates |  |  |  |  |  |
| Transparent, clear and fair leadership |  |  |  |  |  |
| Handle conflicts |  |  |  |  |  |
| If necessary, make uncomfortable decisions |  |  |  |  |  |
| Ability to recruit, develop and terminate employees |  |  |  |  |  |
| Ability to utilize talents and differences |  |  |  |  |  |
| Support employees in order to achieve a sustainable working life |  |  |  |  |  |
| Ensure a good and equality-driven work environment |  |  |  |  |  |