



MARKET MANAGER EVALUATION

It is important to evaluate the market manager annually in order to create space for reflection, provide feedback, review expectations, and plan for the future. This template is intended to be adapted to fit each market's unique situation. Evaluations should be completed annually by the market manager's direct supervisor or supervisory team (such as a market board or advisory committee). If this position does not have a supervisor, the market manager should self-reflect and fill out the form. Both employed and volunteer positions will benefit from regular evaluations.

Job Description

Review the market manager job description and make any updates or changes if needed.

Performance Review

1. If performance goals were set at the market manager's last evaluation, reflect on the progress made towards these goals over the last year.

2. List key attributes that contribute to the market manager's effective performance (e.g. collaborative, organized, etc.).



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3. Note aspects of the market manager's performance where there is room for improvement for greater effectiveness.

Goal Setting and Professional Development

List the market manager's performance goals for the coming year.

List professional development opportunities that could contribute to greater effectiveness in the market manager position (e.g. MIFMA's Market Manager Certificate Program, first aid training, attendance at a relevant conference, etc.).

In the coming year, how will the supervisor(s) provide guidance and assistance to the market manager to accomplish their goals?



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Supervisor Feedback

If the market manager has a supervisor or supervisory team, the market manager should fill out this section to share feedback with their supervisor(s).

1. If performance goals were set at the market manager's last evaluation, reflect on the progress made towards these goals over the last year.
2. List key attributes that contribute to the market manager's effective performance (e.g. collaborative, organized, etc.).
3. What forms of support can the supervisor(s) provide to the market manager?
4. What additional feedback does the market manager have for their supervisor(s)?

Compensation

If a change in compensation and/or benefits is required or recommended each year, add information about that here.



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