

Template - 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 supplement to the relevant template above.

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.

Skills in leading, representing and developing the operations

Performance	1 Unsatisfactory	2	3 Good	4	5 Excellent
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					