

Checklist - Routine Managerial Duties

1. Analyze, on a periodic basis, workload and personnel needs of an organizational unit.
2. Recommend changes in the staff level of the work unit.
3. Review documentation for new positions and positions that have been revised.
4. Obtain approval to modify positions.
5. Interview candidates for employment and make hiring decision or recommendations.
6. Orient new subordinates concerning policy and procedures, work rules, and performance expectation levels.
7. Review position responsibilities.
8. Plan, delegate, communicate and control work assignments and special projects concerning subordinates.
9. Establish and maintain specific work goals and objectives or quantitative and qualitative work standards to be achieved by subordinates.
19. Train, develop, and motivate subordinates to improve current performance and to prepare for higher- level jobs.
20. Determine significant changes in responsibilities and major duties of subordinates by reviewing their job responsibilities on a regular basis.
21. Evaluate the performance of subordinates.
22. Document and discuss present and past performance with each direct report. Keep supervisor informed of results.
23. Review salaries of subordinates and recommend changes according to policy and procedures.
24. Recommend personnel actions such as promotions, performance awards, demotions, etc., according to budget guidance and policy.
25. Advise superiors and subordinates of developments that impact job duties. Ensure proper communications.
26. Maintain discipline, recommend and administer corrective action according to policy and procedures.
27. Communicate and administer personnel programs in accordance with design and objectives.
28. Maintain proper documentation on all subordinates.

29. Direct the business activities of the company for the achievement of short and long term business/policy objectives, increased profit, production activity, or market share.
30. Establish the business's objectives, policies and programs within the context of the overall corporate plan and, where appropriate, recommend standards and set targets (may include manufacturing, sales, marketing, distribution and administration).
31. Prepare, or arrange for the preparation of the business's budgets, reports and forecasts, and ensure they are presented in a timely manner to Management.
32. Appraise the activities of the business according to overall strategies and objectives, and monitor and evaluate branch and division performance, the efficiency of staff, procedures and production costs.
33. Co-ordinate subordinate staff to optimize the use of human and material resources to achieve goals. Consult with subordinate staff and review recommendations and reports.
34. Oversee the development and implementation of all business activities including production, distribution and sales, to protect the funds invested.
35. Plan and review the business operating costs particularly with regard to production, output, quality and quantity, cost, time available, labor requirements, planned production programs and control activities, inventory levels, freight and advertising.
36. Direct the preparation of marketing plans, key customer strategies and sales forecasts recommended by subordinate managers and ensure adequate support is provided in all branches/areas.
37. Control use of production plant facilities by planning maintenance, designating operating hours and supply of parts and tools.
38. Direct research into new and improved production methods and products, changes in selling policies, and other areas necessary to ensure the continued growth of the business.
39. Select, or approve the selection and training of senior staff. Establish lines of control and delegate responsibilities to staff.
40. Provide overall direction and management of the business, including personnel, technological resources and assets.
41. Maintain necessary contact with major suppliers, customers, industry associations and government representatives to achieve the objectives of the business.
42. Ensure all the business's activities comply with relevant Acts, legal demands and ethical standards.