Delegating: Delegation Evaluation

When you evaluate delegation, you must assess four factors: the project itself, whether the delegated project met development goals for the employee, how well you delegated the project, and how smoothly the delegation process occurred.

The questions below will help you assess the success of the delegation process. You can evaluate your own skills as a manager. How good were you at managing the project? If you cannot answer yes for each question, you may want to reflect on why that happened and what you might do differently next time.

- Did I plan the delegation thoroughly?
- Did I communicate the project clearly?
- Did I know what my expectations were?
- Did my delegate agree with these expectations?
- Did I inspire my delegate to get involved immediately?
- Did I check to make certain my delegate understood the assignment?
- Did I work with my delegate to prepare a plan?
- Did I follow through on my commitments to my delegate?
- Was I accessible when my delegate needed me?
- Did my delegate have the necessary authority?
- Did my delegate know what that authority was?
- Did I give my delegate the freedom to do the project in any way?
- Did I provide appropriate resources?
- Did I establish controls and checkpoints?
- Did I follow up at the appropriate times?
- Was my level of involvement in the project clear?