

## EXECUTIVE DIRECTOR PERFORMANCE ASSESSMENT

Employee: \_\_\_\_\_

Assessment Period: \_\_\_\_\_

To appraise, review each item and rate with a number indicating assessment of performance for the period of time specified.

Ratings:                    1-Unsatisfactory                    4-Outstanding/Exceeds Expectations  
                                  2-Needs Improvement                NA-Not Applicable  
                                  3-Competent/Meets Expectations

.....

TASK: Attitude/Initiative

- Exhibits positive approach to problem-solving
- Seeks new ways to contribute to organization and community
- Responds appropriately to pressure situations
- Integrates community development perspective in tasks

\_\_\_\_ Rating

Comments:

TASK: Board Relations

- Recognizes protocol with board members & officers
- Facilitates cooperation and teamwork
- Adequately supports board and committee structure
- Prepares and conducts proper orientation
- Anticipates board needs and is responsive to board direction

\_\_\_\_ Rating

Comments:

TASK: Communications (Written/Verbal)

- Writes clearly, concisely, and with adequate detail
- Selects useful supplementary materials
- Presents effectively in both formal and informal settings
- Listens to others with respect
- Able to acknowledge another's point of view

\_\_\_\_ Rating

Comments:

TASK: Decision Making

- Identifies consequences of alternatives
- Makes good decisions in a timely manner and makes clear recommendations
- Able to direct and manage change
- Makes difficult decisions

\_\_\_\_ Rating

Comments:

TASK: Fiduciary Responsibility

- Develops new resources for organization
- Negotiation (contract/lease) skills
- Budget preparation/management and cost management

\_\_\_\_ Rating

Comments:

TASK: Human Resource Management

- Delegates appropriately
- Facilitates high level of productivity
- Communicates effectively with staff-morale and motivation
- Complies with personnel policies/procedures
- Successful recruiter

\_\_\_\_ Rating

Comments:

TASK: Interpersonal Skills

- Collegial, works cooperatively with others
- Interfaces effectively with community
- Behaves courteously, with consideration and professionalism
- Treats all individuals with respect and fairness

\_\_\_\_ Rating

Comments:

TASK: Planning and Organizing

- Develops annual plan & Long-range plans
- Establishes priorities
- Follows through on tasks in timely way
- Presents relevant materials for review
- Uses board/staff time wisely
- Meets deadlines
- Prepares and delivers materials in advance

\_\_\_\_ Rating

Comments:

TASK: Policy Compliance

- Ensures activities of board/staff comply with Fund guidelines
- Suggests and prepares appropriate policies
- Knowledgeable in organization goals, mission and guidelines

\_\_\_\_ Rating

Comments:

TASK: Public Relations

- Represents organization in a professional manner
- Maintains relationships with other groups

- Facilitates effective marketing
- Positions organization with appropriate image

\_\_\_\_ Rating  
 Comments:

TASK: Risk Management

- Ensures appropriate actions in relation to local, state and federal law
- Utilizes legal advisors appropriately
- Ensures standard treatment and protocol for clients and employees

\_\_\_\_ Rating  
 Comments:

TASK: Fund Development

- Plans appropriately for fundraising
- Executes on fundraising plans
- Exhibits proficiency in securing grants
- Identifies and cultivates donor prospects

\_\_\_\_ Rating  
 Comments:

### GENERAL EVALUATION SECTION

Has adequate progress been made against annual work plan?

\_\_\_\_ YES            \_\_\_\_ NO            \_\_\_\_ Not applicable for this year

Areas of Proficiency/Strengths:

Areas needing improvement:

Overall Comments:

---

Reviewer Name

Date

(Origin of comments will not be attributed to any one person, but it is helpful for the Chairperson to have your name to clarify any points)