

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Name:
Position/Title:

Review Date:
Date of Hire:

Evaluation Criteria:

Exceeds Expectations: consistently performs job requirements with exceptional skill and knowledge. Employee has made significant additional contributions and has exceeded desired results of position.

Meets Expectations: performance consistently meets requirements. Employee's work is fully effective, reliable, and of good quality.

Partially Meets Expectations: performance is generally satisfactory, but employee fails to use or apply skills and knowledge consistently. A plan for improvement in areas of inconsistency is necessary.

Does Not Meet Expectations: performance is consistently below the requirements of the position. Immediate corrective action is necessary.

Not Applicable (N/A): This performance standard does not apply to the position.

PERFORMANCE STANDARDS:

ADMINISTRATION: Can be depended on to run the operation and get things completed smoothly and efficiently. Accepts accountability for goals and performance.

Comments: _____

_____ **Evaluation:** _____

PROFESSIONALISM:

1. Able to grasp new ideas quickly and deal with diverse situations.

Comments: _____

_____ **Evaluation** _____

2. Uses good judgment with respect to relative importance

Comments: _____

_____ **Evaluation** _____

3. Shows imagination and originality in ideas.

Comments: _____

_____ **Evaluation** _____

4. Self-starter who requires a minimum of prodding to get started.

Comments: _____

Evaluation

5. Works well under pressure and produces the desired results.

Comments: _____

Evaluation

6. Has a basic urge and drive to get projects completed.

Comments: _____

Evaluation

PLANNING/ ORGANINZING: Developing sound plans for project, delegating work so subordinates know who is to do what, when and how, and meeting schedules and deadlines while paying attention to detail.

Comments: _____

Evaluation

DEVELOPING: Selects, trains, and develops subordinates so they can function effectively without close supervision.

Comments: _____

Evaluation

MOTIVATING: Elicits enthusiastic cooperation and creative initiative from both subordinates and associates.

Comments: _____

Evaluation

COMMUNICATION: Gives instructions both oral and written that produce the desired results. Communicates well with subordinates and outside agencies.

Comments: _____

Evaluation _____

INTERPERSONAL: Always under control, brings out the best in others and is consistent in standards.

Comments: _____

Evaluation _____

CONTROLLING: Has systematic and efficient methods for keeping track of all activities

Comments: _____

Evaluation _____