



President's Evaluation

President's Name:

Evaluated by:

Position:

Date of Evaluation:

Performance Evaluation Summary

For each category, please rate the executive director's performance as one of the following, and provide comments as desired:

- | | |
|------------------------------|--|
| 5. Outstanding | Performance is consistently above job requirements |
| 4. Highly Effective | Performance meets all job requirements and in many cases exceeds them |
| 3. Satisfactory | Performance consistently meets job requirements and standards |
| 2. Improvement Needed | Performance reflects partial or inconsistent achievement of job requirements and standards |
| 1. Unsatisfactory | Performance consistently fails to meet job requirements and standards; significant improvement required if job is to be retained |
| 0. Unable to Rate | Executive Director is new and/or individual providing rating has insufficient information to provide an evaluation in this area |

I. Job Performance Factors: (Please write comments and give ratings.)

____ 1. **External Affairs** – President’s work related to external affairs, plus an assessment of other aspects of effectiveness and success in outreach, liaison, and joint projects with other organizations, including other groups with related or complementary missions and programs; public agencies; the media; community leaders; elected and appointed officials; and other entities.
Comments:

____ 2. **Resource Development** - President’s achievement of objectives related to resource development, plus an assessment of other aspects of the Director’s role in planning, implementing, coordinating, and assuring successful completion of resource development tasks, including direct fundraising, in-kind contributions; and ability to develop and maintain positive relationships with members/funders.
Comments:

____ 3. **Program Development, Implementation, and Management** – President’s achievement of objectives related to program development, implementation, and management; plus an assessment of other aspects of Executive Director’s role in planning, implementing, and ensuring effective management of programs authorized by the Board of Directors, which carry out the organization’s mission and programs; also includes ensuring that organizational values are followed and the organization’s vision maintained.
Comments:

____ 4. **Resource Management** – President’s achievement of objectives related to resource management, plus an assessment of other aspects of Executive Director’s effectiveness in ensuring that financial and other resources are managed effectively and efficiently, with all appropriate reports prepared and regulatory requirements met.

Comments:

____ 5. **Personnel Management** – President’s achievement of objectives related to personnel management, plus an assessment of other aspects of Executive Director’s supervision and management of personnel, including staff, consultants, and volunteers; includes ensuring updated job descriptions, recruitment and selection of qualified and diverse individuals, personnel policies understood and followed, regular staff evaluation, and systematic staff development to meet individual and organizational needs.

Comments:

____ 6. **Organizational Leadership and Direction** – President’s achievement of objectives related to organizational leadership and direction, plus an assessment of other aspects of leadership provided to the organization in community needs assessment, planning, evaluation, and management, so that the organization is responsive to client and community needs, and has a clear sense of purpose and direction.

Comments:

- ____ 7. **Board Relations** – President’s achievement of objectives related to Board relations, plus an assessment of other aspects of Executive Director’s effectiveness in working with the Board of Directors, committees, collaboratives, and other Board-related groups; includes ensuring information sharing, effective communications, consultation, and support to enable the Board to fulfill its oversight responsibilities.
Comments:
- ____ 8. **Achievement of Organizational Objectives** – President’s role in ensuring that the organization's annual and longer-term objectives in areas other than those covered above are met; special emphasis to be placed on major annual goals/objectives.
Comments:
- ____ 9. **Overall Performance** – President’s overall performance over the past year, based on extent to which objectives were met and other aspects of performance in each of the topic areas.
Comments:

II. PROFESSIONAL DEVELOPMENT NEEDS

Please identify any professional development needs and indicate suggestions for helping the President to meet them.

III. OTHER COMMENTS: