

Performance Evaluation – Executive Director

Employee:

Review Period:

Rate the following statements on a scale from 1-5

Performance Rating Definitions:

1. Did Not Meet Expectations

Did not demonstrate the appropriate level of capability in specified area(s); significant development is required to attain the desired level of performance.

2. Met Expectations with Exception

Performs some responsibilities effectively with the need for further development in specific capabilities. Clearly exhibits the potential to attain higher performance level overall.

3. Fully Met Expectations

This is a high standard to achieve and contributions at this level are greatly valued. Displaying sound judgment at all times, these employees deliver high-quality work and successfully complete tasks in a timely manner.

4. Exceeded Expectations

Employees in this category are those who consistently do outstanding work. They routinely perform at a level higher than employees with equivalent experience. They invariably deliver excellent results in tight deadlines. They always accept all responsibilities and take on new responsibilities without requiring additional supervision.

5. N/A

Not Observed or Not Applicable

Quality of Work

1. Demonstrates knowledge of the Organization's objectives, policies, procedures and adheres to organization standards
2. Produces accurate, high quality work
3. Analyzes problems and provides practical solutions
4. Learns new procedures and tasks
5. Demonstrates effective judgment
6. Provide examples to document areas of particular strength or developmental needs:

Organization & Planning

7. Establishes sound goals and objectives and organizes accordingly
8. Develops action plans and prioritizes tasks
9. Monitors progress towards meeting objectives and adjusts plans and actions as necessary
10. Effectively allocates and schedules resources
11. Manages time effectively and meets required deadlines
12. Provide examples to document areas of particular strength or developmental needs:

Problem Solving and Judgment

- 13. Recognizes problems early and analyzes root causes
- 14. Weighs alternatives and acts promptly, decisively and with sound judgment
- 15. Decision making process is logical and corrective actions are practical and innovative
- 16. Resourcefulness and ability to innovate or develop new concepts
- 17. Provide examples to document areas of particular strength or developmental needs:

Communications

- 18. Provides complete, accurate and timely information
- 19. Processes excellent oral and written communication skills
- 20. Communicates effectively at all levels within the organization and across organizational lines
- 21. Represents the organization positively at all times
- 22. Provide examples to document areas of particular strength or developmental needs:

Knowledge of Job and Application of Skills

- 23. Knowledge of all phases of position and application of skills to the position
- 24. Sound knowledge of Pillar programs and services

- 25. Accuracy, thoroughness and attention to detail
- 26. Professionalism and care in approach to work
- 27. Identifies with and is committed to the goals of the organization
- 28. Minimum amount of supervision and direction required
- 29. Provide examples to document areas of particular strength or developmental needs:

Delivering On Work

- 30. Demonstrates a positive attitude
- 31. The Chair is well prepared for Board meetings.
- 32. Completes projects and daily responsibilities in a timely manner
- 33. Demonstrates initiative
- 34. Utilizes available time effectively
- 35. Manages multiple tasks and changing priorities
- 36. Keeps Executive Director informed of schedules/project status
- 37. Works well under pressure; is effective and flexible in stressful situations (e.g. unexpected problems, tight deadlines)
- 38. Work reflects Pillar's commitment to creating an inclusive and diverse organization reflective of our community
- 39. Provide examples to document areas of particular strength or developmental needs:

Teamwork

- 39. Shares responsibility for overflow and coverage with co-workers
- 40. Demonstrates flexibility; adapts well to change
- 41. Displays a cooperative and professional attitude toward other employees
- 42. Openly shares knowledge, skills, and insights with others
- 43. Works independently as well as part of the team
- 44. Responds positively to constructive criticism
- 45. Provide examples to document areas of particular strength or developmental needs:

Delivering to our Customers (i.e. the people we support internally and externally)

- 46. Promptly attends to customer issues and follows up to ensure customer satisfaction
- 47. Listens and communicates effectively verbally and in writing, with individuals and groups
- 48. Provide examples to document areas of particular strength or developmental needs:

Overall Performance

- 49. Overall Performance
- Supportive Statement for Overall Rating: