

Executive Director's Annual Performance Review

February 2006

Executive Director:

Evaluation Period: January 2003 – December, 2005

Ratings on Job Performance:

5 = Exceeds Job Requirements

4 = Above Average Performance

3 = Satisfactory Performance

2 = Needs to Take Action to Improve

1 = Performance Does not Meet Job Requirements

NC = No Chance to Observe

NK = No Knowledge

5	4	3	2	1	NC	NK
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Leadership and Managerial Skills:

The Executive Director...

1	Provides good overall leadership to RDC						
2	Provides the agency a program of sound organization and management						
3	Hires qualified and effective employees						
4	Communicates clearly and concisely to his staff regarding expectations and keeps information flowing internally						
5	Respected by his employees						
6	Motivates his employees toward maximum performance						
7	Delegates responsibility effectively, making the most of the knowledge skills and abilities of his staff						
8	Constructs and administers and annual budget knowledgeably and within the adopted limits						
9	Is decisive, able to reach timely decisions and initiate action without being compulsive						
10	Follows through on commitments, obligations for projects and staffing needs, according to the agency's mission, goals and overall philosophy of the Board and Commission						
11	Is enthusiastic and optimistic, creating a positive work environment for the staff						
12	Deals with staff honestly and fairly and maintains open concern and continuing relations with staff						
13	Involves staff in appropriate decision making processes and delegates effectively						
14	Assesses the performance of employees fairly and uses a consistent format for all employees						

15	Plans and organizes his time effectively and efficiently							
16	Uses common sense and good judgment in business transactions							
17	Is knowledgeable about divisional projects, funding and staffing of the organization through the entire process							
18	Is committed to the success of RDC							
19	Efficiently uses agency resources							

Relationships with the Board and Commission:

The Executive Director...

20	Provides the Board and Commission with adequate information to make sound decisions							
21	Initiates and facilitates the decision-making process as needed							
22	Maintains effective communication, both written and verbal, with the Board and Commission regarding divisional projects and agency administration							
23	Is accessible to the Board and Commission, either personally or through designated staff members							
24	Plans and organizes agendas and materials for presentation to the Board and Commission in a concise, clear and comprehensive manner							
25	Follows up on all problems and issues brought to his attention							
26	Responds positively to suggestions and guidance by the Board and Commission in the areas of program development, problem solving and future directions for Commission involvement							
27	Proposes organizational goals prior to each fiscal year							
28	Reviews and follows an annual balanced budget and corresponding documentation							

5	4	3	2	1	NC	NK
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Public Relations and Outreach in the Arrowhead Region:

The Executive Director...

28	Has established and maintained a positive image and relationships with local, state and federal agencies and their representatives						
29	Accurately represents the Commission, its goals, policies, interests and positions to its constituent group						
30	Represents the agency in a positive, professional manner						
31	Actively promotes the agency by being sufficiently visible and accessible throughout the Region via personal appearances, use of the media, written communication, attendance at local meetings, etc.						
32	Accepts public criticism and responds appropriately						
33	Communicates adequately with area legislators						
34	Has a clear sense of the established purpose and adopted policies of the Commission, and this is reflected in his recommendations and efforts regarding program initiatives and development						
35	Is able to recognize and deal effectively with the distinction between policy and administration, being neither too engaged in policy, nor too removed from it						
36	Properly avoids political activity and partisanship						
37	Actively participates in professional external association activities						

Signature

Date

Executive Director Performance Review February, 2006

- 1. What did the Executive Director do well this past year?**
- 2. What could the Executive Director improve upon?**
- 3. What should the Executive Director's priorities be for the coming year?**
- 4. Additional comments.**