

**ANNUAL EXECUTIVE DIRECTOR EVALUATION FORM
2017 - 2018**

Trustees: The Board evaluates the Executive Director based on a calendar year. Please use this form to rate Angela Rodell's performance from November 30, 2016 to November 30, 2017. Please note that although staff performs the work in some areas covered in this evaluation, the Executive Director is ultimately responsible. Any increase to salary will be processed as of January 1, 2018 in conjunction with staff increases. Feel free to add additional pages for your comments, if needed.

Rating scale

- 5 = **Outstanding:** excellent quality; consistently exceeds expectations
- 4 = **Good:** better than average most of the time
- 3 = **Adequate:** meets minimum requirements; performs the job adequately
- 2 = **Below average:** inconsistent performance; sometimes does not meet minimum requirements
- 1 = **Unsatisfactory:** performs tasks poorly or not at all, seldom meets minimum standards
- NA = **No comment:** no opportunity to observe performance in this area or not enough information

A. ADMINISTRATION AND MANAGEMENT

	1	2	3	4	5	N/A
Establishes an effective communication system with the board, staff, and legislature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Implements board policies, directives, and operational goals as intended by the board	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sets long- and short-range corporate goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distinguishes between primary problems and trivialities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prioritizes the important issues of the corporation when budgeting time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments						

B. STAFF

	1	2	3	4	5	N/A
Develops and executes sound personnel procedures and practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates effectively and respectfully with staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delegates authority to appropriate staff according to position and ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Holds staff accountable for consistent quality performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inspires staff to do their best and to consistently strive to improve professionally	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



C. COMMUNITY & PUBLIC RELATIONS

1 2 3 4 5 N/A

Is perceived by those outside the corporation as a community leader

Interacts effectively with executive and legislature

Comments:

D. BOARD RELATIONS

1 2 3 4 5 N/A

Keeps the board informed about corporate issues, needs, interests and operations

Maintains a harmonious working relationship with the board

Freely expresses any opposition to matters under board discussion until an official decision has been reached, after which time the ED subordinates personal views and supports the board's position

Plans for effective board meetings

Keeps the board informed of the organizations, committees, and boards s/he participates in

Comments:

E. SHORT ANSWER SECTION:

1. List the Executive Director's three (3) greatest strengths:

2. List the three (3) areas needing the most improvement:

3. List the Executive Director's three (3) most significant achievements or successes in the review period:

4: List the three (3) most important areas for the Executive Director to focus her attention on in the year ahead:

5. List any additional items – not covered in this evaluation – that you want mentioned during the discussion of the Executive Director's performance:

OVERALL PERFORMANCE

Please rate the overall performance of the Executive Director

1	2	3	4	5	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

TRUSTEE NAME:

PLEASE RETURN THIS COMPLETED CONFIDENTIAL EVALUATION BY
12/1/2017
cbrown@apfc.org