ANNUAL PERFORMANCE APPRAISAL
EXECUTIVE DIRECTOR

RATING SCALE

5 = Greatly exceeds job requirements
4 = Performance is above average
3 = Performance is satisfactory
2 = Needs to take action to improve
1 = Performance does not meet job requirements

Comments/Examples are encouraged on each question and are required for ratings of 5 or 1.

RELATIONSHIP WITH THE BOARD

___ Keeps Board informed of organization’s activities, progress, and problems.
___ Is receptive to Board ideas and suggestions.
___ Makes sound recommendations for Board action.
___ Follows up on all problems and issues brought to his/her attention by the Board.
___ Prepares a useful agenda and packets for Board meetings.

EFFECTIVE LEADERSHIP OF STAFF

___ Hires and maintains competent staff members.
___ Delegates effectively.
___ Provides timely and accurate information to staff.
___ Encourages staff development and training.
___ Promotes a climate of open communication and input.
___ Deals with staff performance problems quickly and fairly.
___ Expectations of staff are realistic and fair.

MANAGEMENT SKILLS AND ABILITIES

___ Prepares all necessary reports and keeps accurate records.
___ Speaks and writes in a clear and concise manner.
___ Uses the vision and goals of the center to guide all major decisions.
___ Plans well in advance.
___ Develops and implements new services.
___ Prioritizes work duties appropriately.

**FISCAL MANAGEMENT**
___ Prepares and maintains a balanced budget.
___ Develops new funding.
___ Displays good judgment in business transactions.
___ Supervises operations well.
___ Manages time, materials, and finances well.

**PUBLIC RELATIONS**
___ Represents the organization in a positive professional manner.
___ Actively promotes the organization to the public.
___ Accepts public criticism and responds appropriately.
___ Advocates with public officials on issues impacting health care to underserved populations.
___ Provides consultation, technical assistance training, and other supportive services to the public and potential patients.

**ADDITIONAL QUESTIONS:**

What specific recommendation(s) do you have for the Executive Director?

What should be the priorities for the Executive Director for the next year?

_________________________  ______________________
Date                                      Name