

Executive Director Annual Performance Evaluation Summary and Goals

Executive Director Performance Review - ED and Board Comments

Evaluator Names: _____

Evaluation Period: _____ to _____

SUMMARY OF EVALUATION

Use this form to capture key points to create a summary from the Performance Evaluation and verbal review with supervisor (Board) and Executive Director (ED).

A. Performance toward ORGANIZATION and Team Goals

1. Summary of overall and additional comments about performance toward key goals – successes and misses, etc.:
2. Summary of overall and additional Board comments about the Executive Director's performance toward key goals (successes and misses, etc.):

B. Leadership Focus, Competencies, and Attributes

1. Overall and additional Executive Director's comments about ED's general management, attributes, leadership.
 - a. Strengths
 - b. Opportunities
2. Overall and additional Board comments about the ED's general management, attributes, leadership:
 - a. Strengths
 - b. Opportunities

C. Comments on how the Board and ED could work more effectively together:

D. Comments on how the goal-setting and ED evaluation process could be made more effective:

SUMMARY PLAN for the Coming Year

E.D. GOALS FOR THE COMING YEAR:

- 1.
- 2.
- 3.
- 4.

E.D. STRATEGIES TO STRENGTHEN PERFORMANCE: (The focus and the high-level strategy)

- 1.
- 2.
- 3.
- 4.

ANY OTHER PERSONAL DEVELOPMENT, RESILIENCE, ETC., GOALS:

- 1.
- 2.
- 3.
- 4.

ANY SUMMARY COMMENTS:

Signature of Executive Director

Date

Signature of Board Chair

Date

TO BE FILED IN PERSONNEL FILES