

Performance Appraisal

Please complete and return to XX by Date.

Via email – or mail confidentially to xx

Rank the executive director on the performance factors using the following definitions:

5=outstanding, 4=significantly exceeds expectations, 3=fully capable, 2=needs improvement, 1 =unsatisfactory
NA= not applicable

1. ADMINISTRATION

Performance Factor	Performance (From 5 to 1)	Comments
Planning		
Budgeting & Economic Management		
Organization of Work		
Compliance		
Problem Solving & Decision Making		
Risk (Liability) Management		

2. INTERPERSONAL

Performance Factor	Performance (From 5 to 1)	Comments
Oral Communication		
Written Communication		
Coordination/Collaboration		

3. INDIVIDUAL

Performance Factor	Performance (from 5 to 1)	Comments
Effort & Initiative		
Professional & Technical Competence		
Innovation		
Objectivity		
Credibility		
Flexibility		

Any additional comments or concerns:

Name : _____ Date: _____