



Thomas Jefferson Planning District Commission
Executive Director Evaluation by Staff

Christine Jacobs

Executive Director

Date Evaluation Submitted

INSTRUCTIONS:

For each job factor listed on the following pages, rate the Executive Director using the rating scale shown below. Select a numerical assignment in the space to the right of each factor.

RATING SCALE:

Numerical Rating/Description

3 – Exceeds Expectations

2 – Meets Expectations

1 – Does Not Meet Expectations

For example, under the first job factor entitled "Relationship with the Staff," select an assignment number next to each item. If you describe the rating of the following item, "Keeps Staff informed of organized activities, progress, and problems," as "Meets Expectations" then the numerical assignment you should select in the space indicated next to that item would be a 2.

The job factors being rated are:

- Relationship with the Staff
- Management Skills and Abilities
- Fiscal Management
- Personal and Professional Attributes
- Community and Public Relations
- Effective Leadership of Staff

1. Relationship with the Staff

	3 – Exceeds Expectations	2 – Meets Expectations	1 – Does Not Meet Expectations
Keeps Staff informed of activities, progress, and problems			
Is receptive to staff's ideas and suggestions			
Facilitates inclusive decision-making process			
Accepts staffs' criticism as constructive suggestions for improvement			
Gives constructive criticism in a friendly, firm, and positive way			
Follows up on problems and issues brought to the Executive Director's attention			
Is accessible, approachable, and available when needed			
Additional Comments:			

2. Management Skills and Abilities

	3 – Exceeds Expectations	2 – Meets Expectations	1 – Does Not Meet Expectations
Maintains a smooth-running administrative office			
Prepares all necessary reports and keeps accurate records			
Speaks, writes, and communicates clearly			
Clearly shares organizational goals and objectives in alignment with the approved strategic plan			
Plans well in advance			
Is progressive in attitude and action			
Effectively balances multiple priorities simultaneously			
Adequately follows through on activities and set plans			
Is open to new ideas and receives suggestions respectfully			
Demonstrates strong organizational skills			
Delegates effectively			
Additional Comments:			

3. Fiscal Management

	3 – Exceeds Expectations	2 – Meets Expectations	1 - Does Not Meet Expectations
Includes Staff in budget planning and preparation			
Displays common sense and good judgment in business decisions			
Adequately monitors, manages, and supervises fiscal activities of the organization			
Provides sufficient financial information for staff review			
Additional Comments:			

4. Personal and Professional Attributes

	3 – Exceeds Expectations	2 – Meets Expectations	1 - Does Not Meet Expectations
Maintains knowledge of current developments affecting the practice of regional government management			
Sets a professional example by handling affairs of the public office and staff in a fair and impartial manner			
Projects professional demeanor			
Participates in professional activities			
Avoids unnecessary controversy			
Anticipates and analyzes problems to develop effective approaches for solving them			
Externally represents the organization in a positive and professional manner			
Actively promotes the organization to the public			
Additional Comments:			

5. Effective Leadership of Staff

	3 – Exceeds Expectations	2 – Meets Expectations	1 – Does Not Meet Expectations
Recruits and hires competent personnel for staff positions			
Provides opportunities for staff development within budget constraints			
Develops and implements an effective personnel policy			
Maintains high staff productivity			
Adequately supports staff during transitions			
Encourages directors to make decisions within their departments with minimal executive involvement, yet maintains general control of operations by providing the right amount of communication to staff			
Instills confidence and promotes initiative in staff through supportive rather than restrictive controls for their programs while still monitoring operations			
Develops and maintains an informal relationship with staff, yet maintains the professional dignity of the executive director's position			
Sustains or improves staff performance by evaluating the performance of direct reports at least annually, setting goals and objectives with them, periodically assessing their progress, and providing appropriate feedback			
Encourages teamwork, innovation, and effective problem-solving among staff members			
Additional Comments:			

6. Additional Comments related to this performance evaluation: