

SAMPLE EXECUTIVE DIRECTOR PERFORMANCE APPRAISAL

CHECK ALL THAT APPLY:

I AM NOW A

- Board Member
- Executive Committee Member
- Committee Chair

Rating Instructions: Please rate each of the following areas of performance using the following scale:

- E Excellent
- G Good
- S Satisfactory
- N Needs Improvement
- I Insufficient information on which to base rating

Use the space provided for comments to give examples or make suggestions.

Rating

 GENERAL ADMINISTRATION

Chapter Office is managed effectively and efficiently; it meets the needs of the membership, and it meets the needs of the volunteer leadership.

Comments:

Rating

 FISCAL PLANNING

Plans fiscal spending well. Collaborates with the Finance Committee and Treasurer in managing regular fiscal affairs. Identifies financial problems and opportunities and recommends appropriate actions to the Finance Committee and the Board.

Comments:

Rating

 EXECUTION

Effectively and efficiently implements Board decisions in line with Chapter goals and objectives.

Comments:

Rating

 FISCAL MANAGEMENT

Manages the fiscal affairs of the Chapter responsibly. Given NASW's budget constraints, uses resources effectively. Prevents budget overruns except in unavoidable circumstances, and saves money when possible.

Comments:

Rating

 MEMBERSHIP AFFAIRS

Manages the Chapter Office to ensure that members' requests for information and assistance are handled courteously and efficiently.

Comments:

Rating

 LEADERSHIP DEVELOPMENT

With the Chapter President, facilitates the development of the Board and Executive Committee; provides leadership and direction to ensure they function optimally.

Comments:

Rating

COMMITTEE INTERACTION

Rate each statement separately.

- Maintains open communication with the Committee.
- Provides adequate resources for the group to accomplish its goals.
- Attends meetings as requested and needed.
- Keeps the Committee informed of issues pertinent to its purpose.
- Follows through on Committee requests and decisions.

Comments:

Rating

 LEADERSHIP INTERACTION

Is accessible to and approachable by the volunteer leaders of the Chapter.

Comments:

Rating

_____ ***LEADERSHIP OF VOLUNTEERS***

Manages volunteers effectively; provides direction and leadership and prioritizes conflicting demands.

Comments:

Rating

_____ ***NETWORKING***

Establishes and maintains programmatic and action linkages with other associations, organizations, and relevant coalitions within the state.

Comments:

Rating

_____ ***REPRESENTATION***

Demonstrates leadership in the social action field. Represents NASW and the profession appropriately and effectively.

Comments:

Rating

 SUPERVISORY SKILLS

Recruits, hires, trains, and motivates staff personnel and determines whether workloads are commensurate with expectations and best capacities.

Comments:

Rating

 PERSONNEL MANAGEMENT

Determines appropriate staffing needs, ensures compliance with all employment regulations and standards, and promotes staff development and training activities.

Comments:

Rating

 PUBLIC RELATIONS

Maintains the positive public image of NASW through public speaking and/or publications of the Chapter.

Comments:

SUMMARY

Rating

 OVERALL RATING

Overall rating of the Executive Director's performance during this evaluation period.

Comments:

AREAS OF GREATEST STRENGTH:

AREAS FOR IMPROVEMENT:

OTHER COMMENTS:

(Refer to the Personnel Standards for NASW Chapters for Performance Review Guidelines, Standard 41 – Performance Review.)
