Staff: STAFF NAME

Title: Executive Director

Evaluation Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your feedback regarding your colleague’s work performance during this past year is being solicited as part of their annual evaluation. Please respond to the following performance questions using the scale below, and return your completed form to: XXXXX by XXXXX. Your written thoughts and suggestions are greatly appreciated.

1 Unacceptable 4 Above Average

2 Below Average 5 Excellent

3 Satisfactory N/A Not applicable/No knowledge

1. Please rate this employee's performance in regard to the following professional skills:

\_\_\_\_\_\_Oral communication skills

\_\_\_\_\_ Written communication skills

\_\_\_\_\_\_ Professionalism

\_\_\_\_\_\_Knowledge of domestic & sexual violence resources

\_\_\_\_\_\_\_ Ability to work efficiently, effectively, and courteously under stressful circumstances

\_\_\_\_\_\_\_Serves as effective resource for consultation

\_\_\_\_\_\_ Works collaboratively throughout the state

\_\_\_\_\_\_Responds to requests in a timely manner (phone, email)

\_\_\_\_\_\_ Creates and maintains positive and professional working relationships

\_\_\_\_\_\_ Follows through on his/her responsibilities

\_\_\_\_\_\_ Their decisions are usually based upon balancing the needs of the member organization and his/her area of responsibility

\_\_\_\_\_\_ Attitude (cooperative, respectful, courteous and helpful)

2. Please list some of the strengths of the Executive Director.

3. Please list some of the areas where there needs to be improvement.

**I have known the person I am evaluating for: Frequency of interactions:**

\_\_\_\_\_ less than three months \_\_\_\_\_ daily

\_\_\_\_\_ three months to six months \_\_\_\_\_weekly

\_\_\_\_\_ six months to one year \_\_\_\_\_bi-monthly

\_\_\_\_\_ more than one year \_\_\_\_\_less than monthly

Thank you for taking the time to provide professional feedback on this employee's job performance for the XXXX year. Please feel comfortable in signing this form or in returning the feedback anonymously.

***Please return this form to:***

***XXXX by XXXXX***

***Via email XXXX or fax XXXX***