**Annual Direct Report Evaluation**

**Executive Director: STAFF NAME**

The Executive Director of Nevada Coalition to End Domestic & Sexual Violence (NCEDSV) is evaluated annually to determine how well she has met the expectations of her position. I would like you to participate in this evaluation process. The following areas are representative of their responsibilities.

Please respond to each area with a numerical rating and written comments. Be sure to describe what this staff member performs effectively as well as those areas that need to be addressed. Your comments/feedback are not limited to the space provided, please feel free to attach additional pages. Your comments will not be shared verbatim, but rather will be presented in a synthesized manner.

Once the evaluation is complete, log into the info@ncedsv.org email and submit the evaluation to the Board President.

1 = Poor 2 = Fair 3 = Average 4 = Good 5 = Excellent

**Please clarify your numerical responses with written comments when helpful:**

 **Management**

\_\_\_\_\_ Identifies and solves problems

\_\_\_\_\_ Ensures the smooth operation of the department

\_\_\_\_\_ Effectively manages crises

\_\_\_\_\_ Sets priorities for staff

\_\_\_\_\_ Adapts to new challenges

\_\_\_\_\_ Effectively manages organizational resources (budget, time, personnel, equipment)

\_\_\_\_\_ Achieves results

**What do you see as the Executive Director’s top two strengths and top two areas for improvement in management?**

**Leadership**

\_\_\_\_\_Creates a shared vision

\_\_\_\_\_ Leads innovation and change

\_\_\_\_\_ Constantly strives to improve the organization

\_\_\_\_\_ Facilitates inclusive strategic planning (short-term and long-term goals)

\_\_\_\_\_ Aligns the necessary resources (staff, funding, policy, and technology) to achieve

 strategic goals

\_\_\_\_\_ Empowers and prepares staff to achieve goals

**What do you see as Executive Director’s top two strengths and top two areas for improvement in leadership?**

**Supervision**

\_\_\_\_\_Builds effective supervisory relationships

\_\_\_\_\_Coaches and promotes my professional development

\_\_\_\_\_ Provides timely and constructive feedback to me

\_\_\_\_\_ Sets clear expectations for me

\_\_\_\_\_ Holds me accountable

\_\_\_\_\_ Encourages a healthy balance of work and personal life

**What do you see as Executive Director’s top two strengths and top two areas for improvement in supervision?**

**Relationships:**

\_\_\_\_\_Communicates effectively

\_\_\_\_\_ Fosters inclusive teams

\_\_\_\_\_ Encourages the open expression of ideas and opinions

\_\_\_\_\_ Creates an atmosphere that promotes collaboration

\_\_\_\_\_Manages disagreements and conflicts effectively

\_\_\_\_\_ Is open to feedback

**What do you see as Executive Director’s top two strengths and top two areas for improvement in relationships?**

**Additional information or comments:**

**Please return this form to Board President by email within three-weeks of receiving.**