



EXECUTIVE DIRECTOR EVALUATION

INSTRUCTIONS: Members of the River to Sea TPO (R2CTPO) will each receive a copy of this evaluation form, along with a copy of the adopted R2CTPO goals and objectives from the Executive Director no later than two weeks prior to the scheduled evaluation. Each member should independently complete this evaluation form and then as a group develop a consensus evaluation.

The evaluation form should be completed based upon the received materials and the personal knowledge of the person completing the evaluation taking into consideration performance over the entire rating period. **It is not necessary to respond to all evaluation criteria** and a choice is provided to indicate the election not to respond to any particular evaluation criteria. The evaluation criteria are not ranked in any particular order of importance and are not weighted. The evaluation instrument and all completed evaluations by R2CTPO members should be read and considered as a whole, balancing all criteria collectively.

Choose the rating that best reflects your perception of the Executive Director's performance over the last year.

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Organization and Governance:				
<ul style="list-style-type: none"> • Has in place and implements a clear, written, mission statement, as well as long-range and strategic plans, and effectively assists the R2CTPO members and staff in reviewing and updating the plans and mission • Prepares and has adequate information for knowledgeable decision-making • Makes well-considered recommendations to the R2CTPO members • Effectively informs R2CTPO members of industry trends and recent developments in transportation planning and pertinent legislative proposals and changes • Keeps the R2CTPO members apprised of the status of programs and services • Works effectively with outside professionals and participating local governments 				
<p>Comments on Organization and Governance:</p> 				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Leadership:				
<ul style="list-style-type: none"> • Takes stands on complex and possibly controversial issues • Acts in a manner that motivates others to high standards of fairness, enthusiasm, honesty, integrity, and accomplishment • Is visionary and communicates that effectively to staff and R2CTPO members • Demonstrates effectiveness and diplomacy in working with others and maintains productive relationships • Demonstrates the ability to make good judgments, rally support, and give clear direction when needed • Well organized and motivates staff members to work as a team and produce quality work • Is a leader in the industry, maintains a credible profile and a well-respected image for the agency • Demonstrates familiarity with technological advances of importance to transportation planning activities • Maintains technology and software necessary to meet the changing needs of and demands upon the R2CTPO 				
Comments on Leadership:				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Human Resources:				
<ul style="list-style-type: none"> • Maintains or increases staff productivity • Manages staff by appropriate supervision and delegation of responsibilities • Makes provision for further staff training and professional development • Establishes and follows effective personnel policies and procedures 				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Comments on Human Resources:				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Finances:				
<ul style="list-style-type: none"> • Understands finances, institutes sound accounting procedures that ensures fiscal confidence, integrity and a reasonable balance among the competing interests of compensation, capital expenditures, and reserves • Develops realistic budgets • Manages necessary cash flow and maintains needed reserves to accomplish program goals and objectives • Demonstrates a thorough understanding of funding sources, and appreciates applicable regulatory constraints and financial reporting requirements • Achieves “clean” financial audit • Adheres to appropriate procurement procedures 				

Comments on Finances:

OVERALL EVALUATION:

Overall performance of employee based upon review and evaluation of all evaluation factors.

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Overall Comments:

ORGANIZATIONAL, BEHAVIORAL AND PROFESSIONAL SKILLS: Rate performance by making a check for each category.

Skill Area	Unsatisfactory	Fair	Good	Very Good	Outstanding
Knowledge of Issues					
Intergovernmental Relations					
Public Relations					
Interpersonal Skills					
Attitude					
Dependability					
Adaptability / Flexibility					
Written Communications					
Verbal Communications					
Initiative					
Planning & Organizing					

Skill Area	Unsatisfactory	Fair	Good	Very Good	Outstanding
Problem Solving					
Decision Making & Judgment					
Creativity					
OVERALL RATING					

Comments by Rater

Please include (a) rationale for your overall evaluation, (b) key strengths of the employee (things the Executive Director should keep doing), and (c) any ways in which the employee needs to improve (things the Executive Director should change). Add extra sheets if necessary.

Employee Comments

Comments by Appraised Employee. My performance has been discussed with me as described in this appraisal. (Please feel free to add any comments you have concerning your performance, your development or your review. If you wish, you may give these comments directly to your supervisor, in writing, within the next five (5) working days. Add extra sheets as necessary.)

Evaluation Completed By: _____ Date: _____