



EXECUTIVE DIRECTOR EVALUATION

Evaluation prepared by: _____

Signature: _____

Date: _____

Distribution:

Methodology: Please complete by _____ and return directly to

Scoring: **U** = Unsatisfactory; **NI** = Needs Improvement; **S** = Satisfactory; **G** = Good; **O** = Outstanding
 If you have no basis for making a judgment, please leave the boxes blank.

- | | | | | | |
|---|----------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|
| 1) Possesses knowledge and skills required for job performance: | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| 2) Demonstrates initiative in appropriate aspects of the job: | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| 3) Handles crisis efficiently and effectively: | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| 4) Is innovative in proposing ideas for growth and change: | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| 5) Keeps informed on national bar association trends, developments, and issues which affect the Association: | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| 6) Recommends program and policy changes and additions to the Boards: | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| 7) Develops and maintains good working relations with: | | | | | |
| a) Board of Governors | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| b) Committees | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| c) Sections | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| d) Membership | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| e) Judiciary | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| f) Other bar associations | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| g) General public | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |
| h) Staff | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> S | <input type="checkbox"/> G | <input type="checkbox"/> O |

8) **Provides support to:**

- a) Board of Governors U NI S G O
- b) Committees U NI S G O
- c) Sections U NI S G O
- d) Membership U NI S G O

9) **Is receptive to suggestions and constructive criticism:**

U NI S G O

10) **Budget:**

- a) Proposes Annual Budgets with appropriate explanation: U NI S G O
- b) Administers resources in accord with approved budget: U NI S G O

11) **Exercises appropriate supervision and leadership for staff:**

U NI S G O

12) **Appropriately delegates authority:**

U NI S G O

13) **Provides appropriate training and evaluation of staff:**

U NI S G O

14) **Provides appropriate tools and management for staff:**

U NI S G O

15) **Demonstrates appropriate work habits as shown by attendance,**

U NI S G O

Punctuality, appearance, grooming and safety

16) **Overall Evaluation**

U NI S G O

17) **Comments:**