**ED PERFORMANCE REVIEW - BOARD SURVEY**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The role of the Executive Director (ED) is critical to the success of [ORGANIZATION], therefore performance evaluation is an important component of the Board’s responsibilities. A written annual evaluation helps clarify roles and expectations, and documents the ED’s strengths, achievements, opportunities for improvement, and overall performance. Your feedback as a member of the Board is very important to the growth and development of our ED and the [ORGANIZATION]. Your responses will be kept confidential. The report of survey results will be in general terms and will not identify individuals.

The goal of this survey is to provide constructive feedback in a positive manner. We appreciate your willingness to share your time, insight and support as we work through this process.

Thank you for completing this survey by [DATE].

**SECTION 1: KEY COMPETENCY AREAS**

*Please select a rating for each of the key competencies listed below. Using the following rating scale:*

1 - Almost Never 2 - Not Very Often 3 - Some of the Time 4 - Most of the Time 5 - Almost Always

**LEADERSHIP**

1. **Integrity & Honesty**: The ED leads by example and follows through on commitments.

**1 2 3 4 5**

1. **Inspires & Motivates Staff and Physicians**: The ED inspires and motivates the staff.

**1 2 3 4 5**

1. **Practices Self-Development**: The ED effectively accepts feedback from others.

**1 2 3 4 5**

1. **Develops Others**: The ED is committed to the success of their employees.

**1 2 3 4 5**

**TECHNICAL/PROFESSIONAL**

1. **Entrepreneurial**: The ED seeks new opportunities to accomplish the organization’s goals.

**1 2 3 4 5**

1. **Innovative**: The ED encourages new ways of getting the job done.

**1 2 3 4 5**

1. **Financial Management**: The ED effectively manages the organization’s finances.

**1 2 3 4 5**

1. **Governance Practices**: The ED maintains productive relationships with the board.

**1 2 3 4 5**

1. **Program Management**: The ED is committed to the success of the organization’s programs and services.

**1 2 3 4 5**

1. **Strategic Planning**: The ED has an effective approach for reaching the organization’s strategic goals.

**1 2 3 4 5**

**INTERPERSONAL SKILLS**

1. **Communication**: The ED is an effective communicator with the staff and community.

**1 2 3 4 5**

1. **Relationship Management**: The ED handles difficult situations with diplomacy and sound judgement.

**1 2 3 4 5**

1. **Partnership Development & Management**: The ED garners community support for the organization.

**1 2 3 4 5**

 **CHANGE MANAGEMENT**

1. **Develops Strategic Perspectives**: The ED clearly explains the organization’s strategic goals.

**1 2 3 4 5**

1. **Champions Change**: The ED successfully represents the organization’s vision, goals and programs.

**1 2 3 4 5**

1. **Change Communication**: The ED promotes clarity and transparency within the organization.

**1 2 3 4 5**

**SECTION 2: GENERAL PERFORMANCE**

*Please share your thoughts on the following:*

1. Identify at least 2 or 3 things the Executive Director could be doing to improve as a leader of the organization.
2. Identify at least 2 or 3 things you like about working with the Executive Director.

**SECTION 3: ADDITIONAL COMMENTS**

*Please share any comments you may have that support your responses, or any additional information that you feel is important.* ***Identify the most important areas of focus for the ED in the coming year.***