**ED PERFORMANCE REVIEW - EMPLOYEE SURVEY**

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

[ORGANIZATION] strives to effectively and respectfully engage our employees to help achieve the goals of our organization and positively impact the primary healthcare system. As such, we value your opinion and seek your feedback about your experience working with our current Executive Director. The results of this survey will enable us to identify what the ED does well as the organization’s leader, as well as identify areas that may require improvement. 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 COMPTENCY 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| The ED leads by example and follows through on commitments |  |  |  |  |  |
| The ED inspires and motivates the staff |  |  |  |  |  |
| The ED effectively accepts feedback from others |  |  |  |  |  |
| The ED is committed to my success as an employee |  |  |  |  |  |
| The ED seeks new opportunities to accomplish the organization’s goals |  |  |  |  |  |
| The ED encourages new ways of getting the job done |  |  |  |  |  |
| The ED effectively manages the organization’s finances |  |  |  |  |  |
| The ED maintains productive relationships with the board |  |  |  |  |  |
| The ED is committed to the success of the organization’s programs and services |  |  |  |  |  |
| The ED has an effective approach for reaching the organization’s strategic goals |  |  |  |  |  |
| The ED is an effective communicator with the staff and community |  |  |  |  |  |
| The ED handles difficult situations with diplomacy and sound judgement |  |  |  |  |  |
| The ED garners community support for the organization |  |  |  |  |  |
| The ED clearly explains the organization’s strategic goals |  |  |  |  |  |
| The ED successfully represents the organization’s vision, goals and programs |  |  |  |  |  |
| The ED promotes clarity and transparency within the organization |  |  |  |  |  |

**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.*