

**SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM  
EXECUTIVE DIRECTOR  
EVALUATION FORM**

**REVIEW PERIOD: JULY 1, 2014 TO JUNE 30, 2015**

**INSTRUCTIONS:** Please rate each individual performance area by circling the number that indicates your rating of the Executive Director's performance in that area. In the box provided at the end of each section, enter the sum of the individual performance areas. Write any comments that are necessary to explain your ratings for each performance area in the area provided in each section.

**RATING SCALE:** One means poor performance, and five means excellent performance:

<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
<b>POOR</b>	<b>BELOW AVERAGE</b>	<b>AVERAGE</b>	<b>GOOD</b>	<b>EXCELLENT</b>

**SECTION A. - RELATIONSHIP WITH THE BOARD**

- |    |  |   |   |   |   |   |
|----|--|---|---|---|---|---|
| 1. | Keeps the Board informed of SEACAP's activities, progress and problems.  | 1 | 2 | 3 | 4 | 5 |
| 2. | Is receptive to Board Members ideas and suggestions.   | 1 | 2 | 3 | 4 | 5 |
| 3. | Adheres to SEACAP's Bylaws and Arizona Open Meeting Law requirements.  | 1 | 2 | 3 | 4 | 5 |
| 4. | Facilitates the decision-making process for the Board.   | 1 | 2 | 3 | 4 | 5 |
| 5. | Accepts Board direction as constructive suggestion for improvement.  | 1 | 2 | 3 | 4 | 5 |
| 6. | Follows up on all problems and issues brought to his/her attention and makes sound recommendations for Board Action. | 1 | 2 | 3 | 4 | 5 |

**TOTAL THIS SECTION:**

**WRITTEN COMMENTS:**

**SECTION B. - MANAGEMENT SKILLS AND ABILITIES**

- 1. Ensures preparation of all necessary reports and accurate record keeping.  
1                      2                      3                      4                      5
- 2. Speaks and Writes clearly.  
1                      2                      3                      4                      5
- 3. Ensures establishment of organizational goals and objectives prior to each fiscal year.  
1                      2                      3                      4                      5
- 4. Plans well in advance.  
1                      2                      3                      4                      5
- 5. Is progressive in attitude and action.  
1                      2                      3                      4                      5
- 6. Adequately follows through on set plans.  
1                      2                      3                      4                      5

TOTAL THIS SECTION:

WRITTEN COMMENTS:

**SECTION C. - SERVICE TO PROGRAMS AND CLIENTS**

- 1. Understands and stays current with the needs of the Programs and their operations.  
1                      2                      3                      4                      5
- 2. Focuses activities on serving Program and client needs.  
1                      2                      3                      4                      5
- 3. Accepts criticism from the public and clients and responds appropriately.  
1                      2                      3                      4                      5

TOTAL THIS SECTION:

WRITTEN COMMENTS:

**SECTION D. - FISCAL MANAGEMENT**

- 1. Ensures preparation of a balanced budget as designated by the Board.  
1                      2                      3                      4                      5
- 2. Ensures completion of the year with a balanced budget.  
1                      2                      3                      4                      5
- 3. Displays common sense and good judgment in business transactions.  
1                      2                      3                      4                      5
- 4. Adequately supervises fiscal operations.  
1                      2                      3                      4                      5

TOTAL THIS SECTION:

WRITTEN COMMENTS:

**SECTION E. - PERSONAL AND PROFESSIONAL ATTRIBUTES**

- 1. Projects professional demeanor.  
1                      2                      3                      4                      5
- 2. Participates in professional and community activities.  
1                      2                      3                      4                      5

TOTAL THIS SECTION:

WRITTEN COMMENTS:

**SECTION F. - PUBLIC RELATIONS (LOCAL, STATE, & FEDERAL)**

- 1. Represents SEACAP in a positive and professional manner.  
1                      2                      3                      4                      5
- 2. Actively promotes SEACAP to the public, locally, statewide and at a federal level.  
1                      2                      3                      4                      5

TOTAL THIS SECTION:

WRITTEN COMMENTS:

**SECTION G. - EFFECTIVE LEADERSHIP OF STAFF**

- 1. Hires and maintains competent staff members.  
1                      2                      3                      4                      5
- 2. Encourages and promotes staff development.  
1                      2                      3                      4                      5
- 3. Follows personnel policies closely.  
1                      2                      3                      4                      5
- 4. Maintains high staff productivity.  
1                      2                      3                      4                      5

TOTAL THIS SECTION:

WRITTEN COMMENTS:

