



Arizona Developmental Disabilities Planning Council

Performance Evaluation Executive Director

Employee Name: Larry Clausen		EIN: 35400
Title: Executive Director	Position No.:	
Evaluation Period -- From: February 15, 2011	To: February 15, 2012	
Evaluator:		

Rating Scale

There is a four-point rating scale utilized for the Executive Director evaluation:

- 4 = Exceptional (consistently superior performance)
- 3 = Meets Expectations (consistently meets expectations and sometimes exceeds standards)
- 2 = Below Expectations (occasionally fails to meet standards)
- 1 = Unacceptable (consistently or excessively poor performance)

Evaluator Instructions: Use the four-point rating scale to rate the Executive Director's performance in each of the following criteria, where appropriate. Write N/A for any criteria not applicable to the employee's position.

Criteria for Uncovered, Non-Attorney Employee Performance Evaluation		
Rating Scale:		
<i>4 = Exceptional 3 = Meets Expectations 2 = Below Expectations 1 = Unacceptable or N/A = Not Applicable</i>		
<i>The following criteria should be considered <u>where appropriate</u> when evaluating the Executive Director.</i>	<i>Employee Self-Evaluation</i>	<i>Executive Director Evaluation</i>
	1 2 3 4 N/A	1 2 3 4 N/A
Communication:		
Communicates well with staff, peers and supervisors on issues of importance		
Writes clearly and effectively, with good organization, spelling and grammar		
Professionalism:		
Interacts positively with clients, supervisors, and peers		
Is punctual and reliable		
Maintains confidentiality		
Demonstrates willingness to work for and with the Office as a whole		
Knows and complies with Office policies and procedures		
Is an ethical and responsible public servant		
Exercises good judgment		
Does not allow personal issues to interfere with job performance		

Effectiveness:

Manages projects effectively		
Completes projects in a timely manner; meets deadlines		
Achieves satisfactory results		
Produces the expected quantity of work product		
Asks for guidance and information when necessary		
Uses research tools thoroughly and effectively		

Evaluator Summary/Comments

Instructions: Cite specific examples of Executive Director strengths, accomplishments and goals for improvement.

Overall Performance Rating

Evaluator Instructions: Circle the category which best describes the employee's overall performance for the evaluation period.

- Exceptional Performance
- Meets Expectations
- Below Expectations
- Unacceptable Performance

Employee Comments (Use reverse side if necessary):**Signatures:**

 Executive Director

 Date

 ADDPC Chairperson

 Date