

EXECUTIVE DIRECTOR
Program: UMATILLA-MORROW COUNTY HEAD START, INC.

NAME: _____

DATE: _____

1. UNACCEPTABLE

2. MARGINAL

3. COMPETENT

4. COMMENDABLE

5. DISTINGUISHED

A. SKILLS

1. Skills and knowledge necessary for job 1 2 3 4 5

Comments:

B. QUALITY OF PERFORMANCE

1. Quality of work done 1 2 3 4 5
a. Supervision of staff..... 1 2 3 4 5
b. Administration of Program Funds..... 1 2 3 4 5
c. Implementation of Program Policies 1 2 3 4 5
d. Represent Agency throughout the community 1 2 3 4 5
e. Organizational skills 1 2 3 4 5

Comments:

2. Reliability..... 1 2 3 4 5
a. Attendance 1 2 3 4 5
b. Punctuality..... 1 2 3 4 5
c. Meeting deadlines 1 2 3 4 5

Comments:

C. Work Relationships

- 1. With Board 1 2 3 4 5
- 2. With Policy Council 1 2 3 4 5
- 3. With Staff 1 2 3 4 5
- 4. With Community..... 1 2 3 4 5

Comments:

D. Overall evaluation 1 2 3 4 5

E. Comments (Regarding overall performance, changes in responsibilities or performance since last evaluation, employee career development interests, and improvements needed for advancement.)

Signature _____

Date _____

Executive Director=s Signature _____

Date _____

UMCHS/RVS 2/21/07 Execdir.wpd

Rating Scale Explanation:

- 1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
- 2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
- 3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
- 4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
- 5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.