

Sample Evaluation of the CEO

**Insert directions for return here…**

**Mission and strategy**

| ***How satisfied are you that [NAME], [TITLE] of [ORGANIZATION]:*** | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** | **Insufficient Basis for Evaluation** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | Works with the board to develop a clear vision for the organization and understands his/her own leadership role. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Translates the organization’s mission into realistic goals and objectives. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | With input from board and staff, created an effective process for strategic planning for the organization. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Demonstrates creativity and initiative in creating/adapting programs. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Meets or exceeds program goals in quality and quantity. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Evaluates how well goals and objectives have been met. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

COMMENTS:

**Board:**

| ***How satisfied are you that [NAME], [TITLE] of [ORGANIZATION]:*** | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** | **Insufficient Basis for Evaluation** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | Provides appropriate, adequate and timely information to the board. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Builds effective working relationships with officers and committee chairs. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Provides appropriate support to board committees. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Ensures that the board is kept informed on the condition of the organization and all important factors influencing progress. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Works effectively with the board as a whole. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

COMMENTS:

**Management**

| ***How satisfied are you that [NAME], [TITLE] of [ORGANIZATION]:*** | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** | **Insufficient Basis for Evaluation** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | Establishes and makes use of an effective management team. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Selects and cultivates qualified senior staff, models effective behaviors and skills, and builds morale among staff and volunteers. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Ensures that there are appropriate systems in place to facilitate the day-to-day operations of the organization. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Demonstrates substantive knowledge regarding the programs and services. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Ensures that staff manages the programs effectively. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Sets high standards of quality for programs. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Provides effective oversight for the management of finances and financial sustainability. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Ensures that there is transparency and sufficient internal controls in place. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Guides revenue generating activities in order to provide adequate income.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Presents financial reports to the board on a regular basis and submits an annual budget for board review, revision and approval. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

COMMENTS:

**External:**

| ***How satisfied are you that [NAME], [TITLE] of [ORGANIZATION]:*** | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** | **Insufficient Basis for Evaluation** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | Maintains a positive professional reputation in the local community and is a good ambassador. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Cultivates effective relationships with community, nonprofit and business leaders. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Is an articulate and knowledgeable spokesperson. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

COMMENTS: