



Executive Director Performance Evaluation

20____

Employee Information & Job Description

Name: _____

Date: _____

Is the Executive Director's job description current
(reviewed and revised as necessary within the past 12 months?) Yes No
*If not reviewed within the past 12 months, Board will work with Executive Director (ED) to review and
revise during evaluation process.*

Section 1: Previous Year's Goals: Progress & Accomplishments

Goal #1: _____

State goal on line above

ED Comments:

Board Comments:

Goal #2: _____

State goal on line above

ED Comments:

Board Comments:



Goal #3: _____

State goal on line above

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|---|
| <p>ED Comments:</p> <p>Board Comments:</p> |
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Goal #4: _____

State goal on line above

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|---|
| <p>ED Comments:</p> <p>Board Comments:</p> |
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Goal #5: _____

State goal on line above

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|---|
| <p>ED Comments:</p> <p>Board Comments:</p> |
|---|



Section 2: Job Components

#1: Board Governance

ED Comments:

Board Comments:

#2: Organization Mission and Strategy

ED Comments:

Board Comments:

#3: Financial Management

ED Comments:

Board Comments:



#4: Fundraising

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|---|
| <p>ED Comments:</p> <p>Board Comments:</p> |
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#5: Human Resources Management

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| <p>ED Comments:</p> <p>Board Comments:</p> |
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#6: Advocacy

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| <p>ED Comments:</p> <p>Board Comments:</p> |
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#7: Operations/Building Management

ED Comments:

Board Comments:

#8: Agency Participation

ED Comments:

Board Comments:

#9: Marketing and Communications

ED Comments:

Board Comments:



Section 3: Goals: Next Fiscal Year

Goals for next year need to be connected to the Executive Director’s job description, aligned with the organization’s strategic plan, and work plan. Next year’s goals will be an important component to evaluation process. Goals can be set for new or continuing projects, reflect a higher performance standard, or describe developing a new professional skill related to the ED’s job description. Goals must also align with CARECEN’s strategic plan. All performance goals must be linked to work duties and responsibilities and be written using SMART goals format.

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|---|
| 1. Goal Title: Goal Description: |
| 2. Goal Title: Goal Description: |
| 3. Goal Title: Goal Description: |
| 4. Goal Title: Goal Description: |
| 5. Goal Title: Goal Description: |



Section 4: Management Team Comments & Feedback

As part of the ED's evaluation, the four members of the management team will be provided an opportunity to give positive and constructive feedback regarding the ED's performance during the past twelve months. Feedback will be provided anonymously and provided in summary.

Positive Comments/Feedback:

Constructive Comments/Feedback:



Section 5: Stakeholder Comments & Feedback

As part of the ED's evaluation, the ED will recommend three to four external stakeholders who will be contacted by the Board to solicit feedback. External stakeholders include: Funders (foundations and corporate); Partners (organizations with which CARECEN has MOUs); Government Funders; Immigration Field (private lawyers or other organizations and agencies doing immigration related work and who are familiar with CARECEN's work). Feedback will be provided anonymously and provided in summary.

Positive Comments/Feedback:

Constructive Comments/Feedback:

