



FACA
Florida Association for Community Action, Inc.

EXECUTIVE DIRECTOR'S JOB PERFORMANCE EVALUATION

Name: Wilma McKay

Evaluation Period: July 1, 2015 thru June 30, 2016

Title: Executive Director Date:

PERFORMANCE REVIEW REFERENCE DOCUMENTS

- FACA Executive Director's Contract
- FACA Executive Director's Accomplishments

PERFORMANCE RATING PROCESS

The overall rating of the FACA Executive Director's level of performance was recorded in applicable space provided on the form using the ratings areas and definitions below as a guide.

RATING AREA	DEFINITION	RATING
Outstanding	Performance is consistently superior	5
Exceeds Expectations	Performance is routinely above job requirements	4
Meets Expectations	Performance is regularly competent and dependable	3
Below Expectations	Performance fails to meet job requirements on a frequent basis	2
Unsatisfactory	Performance is consistently unacceptable	0

A. PERFORMANCE FACTORS (use job description as basis of this evaluation).

Administration - Effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities	Outstanding	<input type="checkbox"/>
	Exceeds Expectations	<input type="checkbox"/>
	Meets Expectations	<input type="checkbox"/>
	Below Expectations	<input type="checkbox"/>
	Unsatisfactory	<input type="checkbox"/>
	NA	<input type="checkbox"/>

<p>Knowledge of Work - Knowledge and understanding of all phases of the job.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Communication - Effectiveness in listening to others, expressing ideas, both orally and in writing and providing relevant and timely information to Board of Directors.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Teamwork - Respects the rights of the Board of Directors and shows a cooperative spirit.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Decision Making/Problem Solving - Makes timely, practical decisions.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Expense Management - Effectiveness in establishing appropriate reporting and control procedures and staying within established budgets.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Human Resource Management - Effectiveness in selecting qualified staff</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Independent Action - Effectiveness in time management; initiative and independence.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Job Knowledge - Effectiveness in keeping knowledgeable of methods, techniques and skills required for the job and related functions; remaining current on new developments affecting FACA and its work activities.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Leadership - Effectiveness in accomplishing work assignments; establishing challenging goals; coordinating effectively; promoting innovation and Board involvement.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Managing Change and Improvement - Effectiveness in initiating changes, adapting to necessary changes and generating improvements.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Customer Responsiveness - Responsiveness and courtesy in dealing with the Board.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Personal Appearance - Neatness and personal hygiene appropriate to position.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Dependability - Compliance with instructions of the Board and performance under unusual circumstances.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Safety - Work habits and attitudes as they apply to working safely. Protection of FACA property.</p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Employee's Responsiveness - Responsiveness in completing job tasks in a timely manner.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
TOTAL SCORE – 16 Performance Factors		
Performance Rating		

B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS: Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance.

C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT:

D. PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:

E. EMPLOYEE COMMENTS:

F. JOB DESCRIPTION REVIEW SECTION: (Please check the appropriate box.)

- Employee job description has been reviewed during this evaluation and no changes have been made to the job description at this time.
- Employee job description has been reviewed during this evaluation and modifications have been proposed to the job description. The modified job description is attached to this evaluation.

G. RECOMMENDATION:

Recommend continued Employment Does not recommend continued Employment

H. SIGNATURES:

Employee _____ Date _____

(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Evaluated by _____ Date _____

Reviewed by _____ Date _____