

SAMPLE
Executive Director Performance Appraisal -- Self Evaluation

TO: Executive Director

FROM: Board of Trustees

RE: Self Evaluation

DATE:

Dear [Name of Executive Director]: The performance evaluation process is a two-way dialogue. The Board of Trustees would appreciate your input regarding the specific subjects you would like to discuss regarding your performance in the past year, and your professional development goals in the coming year. Please return this to the Board Chair by **date**. Your comments will form the basis for a discussion with selected members of the Board of Trustees that will constitute your formal performance evaluation for the period beginning ____ to present, and also will provide a basis for the identification of your performance goals for the period ____ through _____. As necessary, please use additional pages to complete your thoughts.

1. What do you believe has been your most significant achievements during the past year?

2. What have been the most significant challenges for you during the past year?

3. Is there any area of your job where you believe you are not in alignment with the expectations of the board of directors? Please explain.

4. In what areas are you striving to achieve personal and professional development? How can the Board assist you in your development as the chief staff leader? What specific professional development opportunities do you think would help you in your job?

5. In a separate document, please share your immediate and longer term goals to support the organization's strategic priorities, noting the levels of priority, "urgent", "soon" and "later", with timeframes for deliverables, as applicable.

6. What can the Board do, individually and/or collectively, to support you in your work relating to fund development and cultivating donors for the organization?

7. Is there anything else you would like to discuss in your performance review meeting?

8. Taking all factors into consideration, how would you rate your overall performance in the past year?

- 1 = Unsatisfactory
- 2 = Below Expectations
- 3 = Meets Expectations
- 4 = Exceeds Expectations
- 5 = Exceptional

Signed: _____

Date: _____