**Minnesota Home Care Association**

**Executive Director**

# Performance Evaluation - November 2013

Definitions:

5=exceptional performance

4=exceeds requirements

3=meets requirements

2=does not fully satisfy requirements

1=unable to meet requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check appropriate response:** | 1 | 2 | 3 | 4 | 5 |
| Leadership skills:  |  |  |  |  |  |
| 1. Sets and enforces standard |  |  |  |  |  |
| 2. Displays initiative and self confidence |  |  |  |  |  |
| 3. Provides guidance and feedback and fosters teamwork |  |  |  |  |  |
| 4. Develops trust and credibility |  |  |  |  |  |
| 5. Expects honest and ethical behavior of self and others |  |  |  |  |  |
|  |  |  |  |  |  |
| **COMMENTS:**  |  |  |  |  |  |
|  |  |  |  |  |  |
| Job /Industry Knowledge |  |  |  |  |  |
| 6. **K**nowledge of key duties, responsibilities as well as those of staff.  |  |  |  |  |  |
| 7. Knowledge of home care/health care continuum history and issues.  |  |  |  |  |  |
| 8. Establish good relationships with regulatory and legislative decision makers |  |  |  |  |  |
| Financial Management |  |  |  |  |  |
| 13. Establishes annual budget |  |  |  |  |  |
| 14. Manages expenditures and operations to meet budget |  |  |  |  |  |
| 15. Updates accounts and reports to Board of Directors at least quarterly |  |  |  |  |  |
| **COMMENTS**:  |  |  |  |  |  |
| **Problem Solving/Decision Making:** |  |  |  |  |  |
| 16. Identifies problems, involves others in seeking solutions, responds quickly to new challenges.  |  |  |  |  |  |
| 17. Makes clear, consistent, transparent decisions; acts with integrity in all decision making; makes timely decisions. |  |  |  |  |  |
| **COMMENTS:** |  |  |  |  |  |
| **Strategic Planning and organizing:**  |  |  |  |  |  |
| 18. Understands big picture and aligns priorities with broader goals, measures, outcomes, uses feedback to redirect as needed. |  |  |  |  |  |
| 19. Collaborates with Board in development of strategic plan; develops systems to track progress toward objectives |  |  |  |  |  |
| **COMMENTS:** |  |  |  |  |  |
| **Communication:** |  |  |  |  |  |
| 20. Connects with peers, members, staff and customers, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills, negotiates effectively  |  |  |  |  |  |
| **COMMENTS:** |  |  |  |  |  |
| **Staff development:** |  |  |  |  |  |
| 21. Establish performance and developmental objectives and provide annual review of each employee. Provide development opportunities for staff, Set expectations, recognize achievements, manage conflict, align performance goals with Association goals.  |  |  |  |  |  |
| **COMMENTS:** |  |  |  |  |  |
| **Collaboration/Teamwork:**  |  |  |  |  |  |
| 22. Encourages cooperation and collaboration; builds effective teams; works in partnership with others, is flexible |  |  |  |  |  |
| **COMMENTS:**As noted in prior comments |  |  |  |  |  |
| **Attitude/Cooperation:**  |  |  |  |  |  |
| Attitude toward organizations mission and willingness to participate in achieving association and collaborative objectives. |  |  |  |  |  |
| **COMMENTS:** |  |  |  |  |  |
| **Customer Service:** |  |  |  |  |  |
| Values the importance of delivering high quality, innovative service to internal and external customers; understands needs of members and partners. Monitors customer satisfaction to continuously improve service |  |  |  |  |  |
| **COMMENTS:**  |  |  |  |  |  |
| **Please list this person’s strengths :** |  |  |  |  |  |
| **Please list what you believe should be the focus for growth in the next year:** |  |  |  |  |  |
| **Misc. Comments:** |  |  |  |  |  |