



**CUMMINGS JEWISH CENTRE FOR SENIORS
EXECUTIVE DIRECTOR PERFORMANCE REVIEW
TO BE COMPLETED BY BOARD MEMBERS**

Date

IDENTIFICATION

ED's Name: _____

Evaluator's name: _____

Evaluation period: Date – Date

RATING SCALES

- 1 = Does not meet the expectations
- 2 = Needs improvement
- 3 = Meets the expectations
- 4 = Exceeds expectations

SUCCESS FACTORS

A. RELATIONSHIP WITH BOARD

- Works effectively with Board to develop long and short range strategic plans
- Communicates well with the Board, providing appropriate information during and between meetings
- Establishes a positive and collaborative working relationship with Board

Rating: _____

Comments:

B. COMMUNITY KNOWLEDGE AND PUBLIC RELATIONS

- Recognizes the impact of current local issues in relation to the agency's mission
- Effectively navigates within the complex environment of Federation CJA
- Positively represents the agency in the Jewish community and community at large
- Builds and maintains trusted relationships with a range of key stakeholders such as Federation CJA, key donors, funders, lay, members and volunteers

Rating: _____

Comments:

C. BUSINESS MANAGEMENT SKILLS

- Ensures that strategic objectives are implemented on time and within budget
- Operationalizes strategic plan
- Effectively deploys and manages human and financial resources
- Makes timely decisions based on sound judgement and assessing data
- Works proactively to incorporate emerging business trends into planning

Takes responsibility for decisions and accepts accountability for results

Rating: _____

Comments:

D: LEADERSHIP SKILLS

- Inspires agency staff to achieve goals
- Delegates effectively
- Fosters open communication
- Shows a willingness to initiate new approaches or methods and inspires agency staff to do likewise
- Demonstrates openness and accessibility
- Demonstrates awareness of personal strengths and weaknesses

Rating: _____

Comments:

E: OVERALL PERFORMANCE SUMMARY

- Provides clear updates and directives
- Provides strategic direction and vision for the Centre
- Provides constructive and timely feedback leading to quicker problem resolution

Rating: _____
Comments:

Thank you for taking the time to reflect and put your thoughts and observations down.

SIGNATURE

Evaluator: _____ Date: _____