

CEO performance evaluation

- Review competencies
- Set time frame
- Finalize method for board & staff feedback

Competencies

- Technical and functional expertise
- Problem solving & decision making
- Client & customer focus
- Communication
- Role model
- People development & leadership
- Value creation & impact

Time Frame

The evaluation process should generally be a full year process:

- January board meeting: CEO shares annual goals (set during December evaluation meeting)
- By July 1st, CEO and the evaluation team meet for a mid-year check in to discuss status of goals, revise goals if necessary, and discuss any issues relating to core competencies
- By November 1st, CEO provides the evaluation team with a written self-evaluation addressing the accomplishments of the year with regard to the goals and competencies and establishes 3 to 5 goals for the following year
- By December 15th, CEO and evaluation team meet to conduct the annual evaluation
 - Feedback from Board members/senior staff should be solicited before July 1st and between November 1st and December 15th

Board & Senior Staff Feedback

- Board member feedback solicited in executive session in May or June board meeting (before July 1st) and in November or December board meeting (before the December evaluation meeting)
- Senior staff feedback – as determined to be necessary by the Board
 - 3 or 4 thoughtful open ended questions/tied to core competencies
 - Via email, an online survey, or phone call

Proposed Process for Soliciting Mid-Year & Annual Feedback

- 1) Share the CEO's annual goals, description of the core competencies, & self-evaluation(?)
- 2) Ask open-ended questions:
 - Do you feel that the CEO is making appropriate progress/has achieved the stated goals?
 - Looking at the core competencies:
 - Where do you feel the CEO has demonstrated the most strength?
 - Where do you feel the CEO has opportunities for growth?
 - Do you have any specific concerns that you feel should be raised with the CEO?