

# Management and Executive Performance Evaluation

Employee Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Appraisal Period \_\_\_\_\_

## Part 1: Competency Evaluation – How This Employee Achieved Results

Ratings for performance evaluate the degree to which employees used their skills and knowledge in achieving results. Assess *all* employees on each of the factors listed in this section by placing the appropriate rating number in the rating column. Evaluators are required to substantiate ratings in the *Unsatisfactory* and *Exceptional* ranges.

- 1: Unsatisfactory – Does not perform required tasks. Requires constant supervision.
- 2: Marginal – Needs improvement in quality of work. Completes tasks, but not on time.
- 3: Meets Requirements – Meets basic requirements. Tasks are completed on time.
- 4: Exceeds Requirements – Goes above and beyond expectations.
- 5: Exceptional – Always gets results far beyond what is required.

Factor/Criteria	Comments	Rating
<b>Strategic Leadership</b> Ability to inspire, influence, and enable others to achieve a specific mission. Serves as an example to others.		
<b>Business and Organization Knowledge</b> Has a solid knowledge of FHA's products, services and organization. Ability to identify and incorporate new information that directly affects FHA.		
<b>Decision Making</b> Acts on and makes timely, well reasoned decisions with business direction.		
<b>Membership Focus</b> Ability to anticipate and meet internal/external customer needs in a timely manner. Ensures membership satisfaction through process of monitoring, developing, improving, and delivering excellence in products and service.		
<b>Development of People</b> Competence can be seen by how well others are developed. Counsels and directs improvement as needed. Delegates authority while accepting responsibility for his/her actions.		
<b>Teamwork/Partnering</b> Builds winning teams. Works effectively with others to accomplish goals/resolve problems.		
<b>Accountability</b> Makes aggressive commitments and is willing to be judged against them. Trustworthy with unyielding integrity.		
<b>Drive for Results/ Resource Mgmt</b> Identifies new ways to improve quality, productivity and membership service. Maximizes talents and abilities. Uses available resources efficiently (e.g., time, materials).		
<b>Communication</b> Keeps others informed, as needed, of problems or work progress. Shares information. Communicates clearly in writing and verbally.		

<b>Attendance and Reliability</b> Meets or exceeds attendance and punctuality expectations. Follows through on assigned tasks through completion. Completes responsibilities with minimal direct supervision.		
<b>Adaptability</b> Ability to be flexible when changes occur. Able to anticipate and bring change when needed.		

**Overall Evaluation of Competencies**

Please assign an overall rating for the competencies described above by placing an "x" in the appropriate box. You may assign only one rating.

Unsatisfactory	
Marginal	
Meets Requirements	
Exceeds Requirements	
Exceptional	

**Notable areas of strength, achievement, and other performance attributes:**

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**Notable areas of needed/potential improvement, development or emphasis to be more effective:**

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**Employee's Comments:**

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**Employee's Goals During next Appraisal Period:**

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**Signatures:**

**Employee:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_