

Executive Director Performance Review Form

Role of Person Filling Out Form:

[list of potential roles-respondents check as many categories as are relevant]

Planned Outcomes for the Current Fiscal Year

[list of expected annual workplan outcomes]

Reflections on Performance Toward Outcomes

Please answer the following questions in the context of the outcomes that C2C has prioritized in the annual work plan:

1. What have been the most significant achievements of the Executive Director over the past year?
2. What are the major strengths that contributed to the Executive Director's performance?
3. What are some areas for growth in the Executive Director's performance?
4. In the past year, what difficult issues, if any, (including financial, legal, and security issues) have faced C2C, and how did the Executive Director bring them to resolution?
5. What are areas in which the Governing Board could provide better support to the Executive Director?
6. What are areas in which the Executive Director could better support various stakeholder groups?
7. What action items should the Executive Director prioritize related to professional development for the coming year?
8. Additional comments:

Core Skills

Each section below includes several statements relating to performance objectives in that area. Please rate your assessment of each area of performance with supporting comments that provide specific examples to explain your answer.

	<i>I don't know/ Did not observe</i>	<i>Improvement Needed (performance and outcomes often unsatisfactory)</i>	<i>Satisfactory (solid and occasionally impressive performance and outcomes)</i>	<i>Very Good (clearly meets and sometimes exceeds job requirements for performance, with some significant outcomes achieved)</i>	<i>Outstanding (performance over a sustained period of time clearly and consistently exceeds expectations for results and how they are achieved)</i>
Leadership					
Advances the C2C Vision - Fosters evidence-based decision-making to help Californians build more equitable futures and empower individuals to reach their full potential.					
Inspirational Leadership - Energizes and creates a sense of direction, purpose, excitement, and momentum for the organization's mission. Creates a positive work environment offering clarity around goals and objectives and ensuring that those who are led work collaboratively to achieve results. Creates a climate where everyone knows their purpose and their role in achieving mission driven outcomes.					
Cultural Competence - Listens to and considers the points of view of others. Promotes and functions well in a multicultural environment. Recruits and retains a					

diverse staff. Maintains a climate which attracts, keeps, and motivates a diverse staff of active contributors. Ensures equity considerations are central to all aspects of the data system.					
Ethics – Conducts interactions with integrity, models fairness and accountability, and considers biases, risks, and their broader implications.					
Comments:					

	<i>I don't know</i>	<i>Improvement Needed (performance and outcomes often unsatisfactory)</i>	<i>Satisfactory (solid and occasionally impressive performance and outcomes)</i>	<i>Very Good (clearly meets and sometimes exceeds job requirements for performance, with some significant outcomes achieved)</i>	<i>Outstanding (performance over a sustained period of time clearly and consistently exceeds expectations for results and how they are achieved)</i>
Stakeholder and Community Engagement					
Communications Strategy - Serves as an effective spokesperson for C2C. Represents the programs and point of view of the organization to a variety of audiences. Ensures diverse communities are engaged regarding the purpose, design, and use of the data system.					
Governing Board Relationship - Works effectively with the Governing Board as a whole and supports individual Governing Board members. Sees that the Governing Board is kept informed on the condition of the organization and all-important factors influencing it.					
Community Relationships - Works effectively with data providers and partner organizations. Establishes sound working relationships and cooperative arrangements with community groups and organizations. Effectively works with the legislature, Department of Finance, and Governor's Office.					
Comments:					

	<i>I don't know</i>	<i>Improvement Needed (performance and outcomes often unsatisfactory)</i>	<i>Satisfactory (solid and occasionally impressive performance and outcomes)</i>	<i>Very Good (clearly meets and sometimes exceeds job requirements for performance, with some significant outcomes achieved)</i>	<i>Outstanding (performance over a sustained period of time clearly and consistently exceeds expectations for results and how they are achieved)</i>
System Management					
Planning and Evaluation - Ensures that the agency has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. Provides leadership in developing achievable and effective program and organizational plans with the Governing Board and staff. Evaluates how well goals and objectives have been met. Ensures effective management of procured goods and contracted services.					
Financial Sustainability - Assures adequate control and accounting of all funds, including developing and maintaining sound financial practices. Works with the staff and the Governing Board in preparing a budget. Advocates for adequate resources to achieve the mission. Sees that the organization operates within budget guidelines and makes efficient use of all resources.					
Data Privacy and Security - Ensures data are kept secure and security policies are implemented to address the risk of data breaches. Is effectively responsive in mitigation if a data breach occurs.					

<p>Continuous Improvement - Maintains and utilizes a working knowledge of significant developments and trends in the field. Learns from prior work, solicits information on effective data practices and data access, makes changes to policies and services that reflect new insights. Ensures engagement in continuous improvement across the entire organization.</p>					
<p>Comments:</p>					