

**PERFORMANCE APPRAISAL REPORTING FORM**

**PART A: GOALS AND OBJECTIVES**

Rate the degree to which the CEO has achieved the following agreed upon goals and objectives using the scale and definitions provided. Include comments and/or examples.

GOAL #1	OBJECTIVES	RATING: 1, 2, 3, 4, 5, NB  COMMENTS
GOAL #2	OBJECTIVES	RATING: 1,2,3,4,5,NB  COMMENTS
GOAL #3	OBJECTIVES	RATING: 1,2,3,4,5,NB  COMMENTS

1. **Unsatisfactory:** Indicates that the performance of the individual does not satisfactorily meet the position requirements and immediate action is required to bring performance to a satisfactory level.
2. **Needs Improvement:** Performance requires improvement in some areas to meet position requirements.
3. **Expected Level:** Performance consistently meets position requirements and standards of the position.
4. **Above Expected Level:** Performance occasionally exceeds position requirements and standards of the position.
5. **Outstanding:** Performance consistently exceeds position requirements.

**NB:** No Basis indicates the evaluator is unable to appraise the performance of the individual. This rating may be used when a Board member does not have sufficient information based on the current activities of the organization, the length of the Board Member's service or the length of the CEO's service, to evaluate the measure.

**PART B:**

Evaluate the CEO's qualities using the scale and definitions provided. Include comments and/or examples.

Meeting of Operational Objectives; (Planning, Budgeting, Financial Administration, Collection Development, Program Development, Building Management, Health & Safety)	<b>RATING:</b> 1,2,3,4,5,NB  <b>COMMENTS</b>
Board Relationship: (Policy Development, Implementation of Board Directions, Advisory to Board, Reports to Board, Strategic Planning, Correspondence)	<b>RATING:</b> 1,2,3,4,5,NB  <b>COMMENTS</b>
Personnel Management: (Organization, Evaluation, development, motivation, leadership)	<b>RATING:</b> 1,2,3,4,5,NB  <b>COMMENTS</b>
External Relationships ( Other organizations, Other Libraries, Town Council, Municipal Staff, General Public)	<b>RATING;</b> 1,2,3,4,5,NB  <b>COMMENTS</b>

Self-Development (Visioning, Professional Activity, Communication, Public Relations, Training)	<b>RATING:</b> <b>1,2,3,4,5,NB</b>  <b>COMMENTS</b>