



Assessment of the Performance of the MDHA Administrator

In order to provide a meaningful and fair evaluation of the performance of the Association Administrator since her contract began in January 2004, the Central Office Search Task Force /Association Administrator Review Committee have together developed the following questionnaire. For additional background, which may assist you in completing this evaluation, please refer to the *MDHA Policy and Procedure Manual*, II-D-10, Executive Director/Association Administrator duties and responsibilities. **Trustees and Component Presidents please fill out this important survey and return to me by email or USPO mail, by April 1, 2013.**

THANK-YOU FOR YOUR TIME.

Cheryl Bentley RDH, MDHA PRESIDENT-ELECT
3927 s Rosebud Dr SE
Kentwood, MI 49512
 chooey46@yahoo.com

1=Outstanding 2=Above Average 3=Average 4=Below Average 5=Unsatisfactory 6=Not Applicable
See Attachment I for definitions of scoring standards

Time Management and Organizational Skills, including quality:

How successful is the AA at assessing a task and making plans to complete the work in a timely manner?

1 2 3 4 5 6

Comments:

Does the AA answer the MDHA telephone in a timely manner?

1 2 3 4 5 6

Comments:

Are you satisfied with the quality of the printed or electronic materials you receive from MDHA's Central Office?

1 2 3 4 5 6

Comments:

Team Work and Adaptability:

Are you satisfied with the AA's performance as a team player?

1 2 3 4 5 6

Comments:

How effectively does the AA respond to change and opportunities of the Association?

1 2 3 4 5 6

Comments:

How effectively does the AA communicate with MDHA Officers, Trustees, and Members?

1 2 3 4 5 6

Comments:

Judgment:

How satisfied are you with the AA's ability to identify and deal with relevant problems, to analyze all factors involved in decisions, and to reach sound conclusions on a timely basis?

1 2 3 4 5 6

Comments:

Use of Skills and Knowledge:

Does the AA assesses the effective application of skills and knowledge required for the position?

1 2 3 4 5 6

Comments:

Employee is able to perform duties as listed in job description, nothing more or less. Is a good worker and meets position requirements. Performs tasks adequately but does not put forth any extra effort. Maintains the mean, does the job with no extra contributions, but does not cause problems. Employee fulfills basic position requirements, nothing more or less.

Attachment I Definitions of Scoring Standards Continued

Below Average:

Employee performs duties, but lacks the knowledge or desire to learn new things. Complaining, not really wanting to do job. Employee does not always complete the assigned tasks, does not have a good attitude and performs duties inadequately. Barely meets job requirements. Employee lacks enthusiasm.

Unsatisfactory:

Employee is not motivated. Puts no effort put into position and consistently under-achieving. Does not understand position duties and responsibilities and does not care. Employee does not take direction well and does not meet even basic requirements. Employee works against association efforts and creates problems.

Not Applicable

Respondent does not have the proper information/background to answer the question.