

**NEW JERSEY DENTAL HYGIENISTS' ASSOCIATION
PERFORMANCE EVALUATION FORM
EXECUTIVE DIRECTOR**

The Executive Director of NJDHA is evaluated upon those contracted responsibilities specified in the Employment Agreement and Job Description.

For Period: JANUARY 1 TO December 31, YEAR

Please evaluate the executive director's overall performance for the period using the following scale:

- * **E - Exceeds Performance Criteria (7-8)**
- * **M - Meets Performance Criteria (5-6)**
- * **I - Improvement Necessary to Meet Performance Criteria (3-4)**
- * **NM- Does Not Meet Performance Criteria (1-2)**
- * **N/A- The evaluator has no personal experience or knowledge of this activity (N/A)**

I. OFFICERS, TRUSTEE AND MEMBER RELATIONS

The Executive Director:

- A. Advises and assists the BOT in the discharge of their duties. _____
- B. Is approachable and easy to work with. _____
- C. Keeps BOT advised of issues and events affecting policy and budget. _____
- D. Serves as overall manager of the association. _____
- E. Assists BOT in organizing their agenda and projects. _____

Specific examples:

II. FINANCIAL MANAGEMENT & BUDGET CONTROL OF CENTRAL OFFICE

The Executive Director:

- A. Oversees development of budget _____
- B. Addresses financial health of NJDHA. _____
- C. Ensures efficient use of funds to achieve objectives in fiscally responsible manner. _____

Specific examples:

III. ASSOCIATION STRATEGIC PLANNING

The Executive Director:

- A. Works with the BOT to develop a strategic plan that advances NJDHA. _____
- B. Oversees the management of the strategic plan. _____

Specific examples:

IV. PERSONAL PERFORMANCE ISSUES

The Executive Director:

- A. Represents the association appropriately in meetings. _____
- B. Is open and willing to take on additional duties. _____
- E. Accomplishes tasks / makes decisions in a timely manner _____
- F. Projects and meetings are well managed. _____

Specific examples:

V. COMMUNICATION SKILLS

The Executive Director:

- A. Is skilled in giving impromptu as well as prepared presentations. _____
- B. Presentations are organized and professional. _____
- C. Is effective spokesperson for association. _____
- D. All forms of materials are well written. _____

Specific examples:

VI. EXTERNAL LIAISON ACTIVITIES

The Executive Director

- A. Maintains relationships within the corporate community. _____
- B. Maintains relationships with present and potential sponsors. _____

Specific examples:

VII. OVERALL EVALUATION

A. Overall performance? _____

General comments for areas not specifically addressed in content and performance issues listed above:

Signature of Person Completing Form

Date