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