

Career Opportunity Development, Inc.
Employee Evaluation
Leadership

Employee Name:

Date:

Last Review Date:

Evaluation Type:

Job Title:

Supervisor:

1 = Above Average - regularly exceeds job requirements

2 = Average - meets job requirements

3 = Below Average - fails to meet job requirements

n/a= Not Applicable

Professional Accountability:

Demonstrates ability to lead department or assigned area(s).	
Exercises authority wisely and equitably.	
Exhibits integrity in all dealings.	
Focuses on consumer needs.	
Courteous, honorable, and fair in dealing with subordinates.	
Values and demonstrates cultural sensitivity and inclusivity.	

Ability to Manage:

Communicates effectively with all stakeholders.	
Maintains a positive work attitude.	
Completes assignments within prescribed timeframes and demonstrates effective time management.	
Prepares well before giving instructions, presentations, chairing meetings.	

Ability to Lead:

Establishes clear expectations.	
Assumes initiative in identifying and solving problems.	
Conducts self with an acceptable degree of professionalism.	
Steady and even tempered but not self-effacing under severe criticism.	
Involves employees or staff in decision making process while maintaining responsibility for final decisions.	

Ability to Make Decisions

Collects adequate information before making decisions.	
Uses reliable sources of information.	
Attempts to maintain an objective view when solving problems.	
Uses critical thinking to problem solve.	
Does not delay important decisions nor allow pressure to cause hasty decisions.	
Delegates decision making whenever appropriate.	
Explains reasons for decisions to person(s) affected.	

Responsiveness to Others

Exhibits openness and humanness in dealings with others.	
Inclined toward praising success.	
Reacts to mistakes with patience.	
Treats consumers and staff with dignity, courtesy, and respect.	
Cooperates well with colleagues.	

Implementation of Agency Policies and Procedures

Knows agency policies and proceeds to implement them at the best level possible.	
Assumes responsibility for requesting changes, as necessary, in policies or procedures.	
Supports policy decisions as finalized.	
Respects and adheres to authority of supervisor.	
Continually promotes agency mission and vision.	

Staff Development:

Encourages professional growth of subordinates.	
Exhibits professional interest in subordinate(s) welfare.	
Supports competent subordinate(s) for promotion whenever appropriate.	
Promotes a positive work culture and enhances employee morale.	
Gives subordinate(s) the opportunity to share spotlight.	
Gains confidence of subordinates.	
Gives subordinates an opportunity to differ with supervisors' proposals and to submit alternatives.	
Selects best candidate(s) for position(s).	
Willingly exceeds required working hours to complete assignments.	

Comments:

Goals:

Employee Signature and Date

President/CEO Signature and Date