**Annual Review of Executive Director for the North Dakota**

|  |
| --- |
| Date of the Evaluation: |
| Name of the Executive Director: |
| Name of the Evaluator: |
| Period Covered by the Evaluation: |
| Key Objectives of the Executive Director:  1. Ensures the Commission carries out its goals and objectives as mandated by Article XIV.  2. Direction and coordination of complaint process  3. Communication with the Board, State, Licensees, Media, and Public.  4. Supervision of staff. |

**Rating Scale:**

|  |
| --- |
| 1. Significantly below standard--unsatisfactory performance, seriously fails to meet established standards, cannot perform without direction. |
| 2. Below standard--inconsistent performance, rarely exceeds established standards, requires supervision. |
| 3. Standard--satisfactory performance, consistently meets but rarely exceeds established standards, requires assistance when major problems occur. |
| 4. Above standard--above average performance, usually exceeds established standards, does not require direction, can anticipate and deal with problems independently. |
| 5. Significantly above standard--exceptional performance, exceeds established standards, in full command of all aspects of the position. |

**Communication with the Executive Director and Commission Members Rating**

|  |  |
| --- | --- |
| 1. Communicates necessary information openly and honestly in a timely, effective, and organized fashion. | 1 2 3 4 5 |
| 1. Establishes and maintains positive working relationships with Commission members. | 1 2 3 4 5 |
| 1. Conforms to Commission Policies and directives. | 1 2 3 4 5 |
| 1. Demonstrates an understanding of the differences between the administrative role of the Executive Director and the policy making role of the Board. | 1 2 3 4 5 |
| 1. Synthesizes information and frames issues and questions in a manner for the Commission to make appropriate decisions. | 1 2 3 4 5 |
| 1. Makes periodic reports to the Commission regarding all important aspects of the organization’s functioning. | 1 2 3 4 5 |
| 1. Seeks out and is open and receptive to feedback. | 1 2 3 4 5 |

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Communication with Others Rating**

|  |  |
| --- | --- |
| 1. Represents the Commission in communications with the other state entities and Legislature in an effective manner. | 1 2 3 4 5 N/A |
| 1. Develops and maintains relationships with stakeholders. | 1 2 3 4 5 N/A |
| 1. Effectively manages the Administrative Rule Process. | 1 2 3 4 5 N/A |
| 1. Responds as necessary to requests for information from outside entities or persons. | 1 2 3 4 5 N/A |
|  | 1 2 3 4 5 N/A |
|  | 1 2 3 4 5 N/A |
|  | 1 2 3 4 5 N/A |

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Leadership and Staff Relations Rating**

|  |  |
| --- | --- |
| 1. Establishes and maintains positive and effective working relationship with staff. | 1 2 3 4 5 |
| 1. Models behaviors and attitudes which promote individual responsibility, programmatic thinking, professional excellence, and creative initiative. | 1 2 3 4 5 |
| 1. Facilitates teamwork and collaboration. | 1 2 3 4 5 |
| 1. Encourages innovative thinking and solutions and effectively incorporates the ideas and contributions of others. | 1 2 3 4 5 |
| 1. Shares knowledge with others. | 1 2 3 4 5 |
| 1. Delivers on commitments. | 1 2 3 4 5 |
| 1. Demonstrates an ability to foresee problems and utilizes preventive problem-solving strategies. | 1 2 3 4 5 |

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Commission Goals and Objectives Rating**

|  |  |
| --- | --- |
| 1. Understands and adheres to the Commission’s goals and objectives as mandated by law. | 1 2 3 4 5 |
| 1. Effectively monitors national policy and regulatory trends to ensure the Board is up to date in its efforts. | 1 2 3 4 5 |
|  | 1 2 3 4 5 |

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Direction and Coordination of Office Tasks Rating**

|  |  |
| --- | --- |
| 1. Ensures all complaints received by the office are tracked from open to close. | 1 2 3 4 5 |
| 1. Ensures the Commission is provided with adequate information to make decisions. | 1 2 3 4 5 |
| 1. Follows through with requests made by Commission members when additional information may be needed. | 1 2 3 4 5 |
|  | 1 2 3 4 5 |
|  | 1 2 3 4 5 |
| 1. Understands and respects the confidential nature of the complaint process. | 1 2 3 4 5 |
| 1. Ensures that all complaints received in the office are reviewed and investigated in a timely manner. | 1 2 3 4 5 |

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OVERALL RATING**: 1 2 3 4 5

**Goals for the Coming Year**

|  |
| --- |
|  |
|  |
|  |

**Job Related Strengths**

|  |
| --- |
|  |
|  |
|  |
|  |

**Plans to strengthen Performance**

|  |
| --- |
|  |
|  |
|  |