



NONPROFIT LEADERSHIP CENTER

## Sample Nonprofit CEO Performance Evaluation Form

*Use the scale below to assess your nonprofit CEO or executive director in the following categories: 1) organizational performance, 2) community relations, 3) financial management and legal compliance, and 4) board of directors. If you select “unacceptable” for any of the evaluation areas, please explain why you feel that way in the comments at the end of the section. There is also an area to provide open-ended feedback at the end of this form.*

### Evaluation Scale

- 5 Consistently exceeds expectations
- 4 Consistently meets and exceeds expectations
- 3 Consistently meets expectations
- 2 Partially meets expectations
- 1 Unacceptable
- 0 Don't know

### **Organizational Performance**

<b>Skill or Ability</b>	<b>Score</b>
Communicates the organization's vision internally and externally.	
Manages and leads the organization in a manner that ensures excellence and impact.	
Works with the board and management staff to develop strategies for achieving mission goals and financial viability.	
Demonstrates quality of analysis and judgment related to progress, opportunities and the need for changes.	
Builds respect and profile for the organization with its various constituencies.	

Manages and leads goals for excellence and impact.	
<b>Overall Rating on Organizational Performance</b>	

Comments on organizational performance:

## Community Relations

<b>Skill or Ability</b>	<b>Score</b>
Serves as an effective spokesperson for the agency; represents the organization and its point of view of the organization to agencies, organizations and the general public.	
Establishes sound working relationships and cooperative arrangements with providers, governmental agencies, community councils and other community groups.	
<b>Overall Rating on Community Relations</b>	

Comments on community relations:

## Financial Management & Legal Compliance

<b>Skill or Ability</b>	<b>Score</b>
Ensures adequate oversight of all funds, including developing and maintaining sound financial practices.	
Works with the staff, finance committee and board to prepare budgets, monitor progress and initiate changes.	
Ensures investments are developed, executed and modified to maximize mission.	

Ensures the organization operates within budget guidelines.	
<b>Overall Rating on Financial Management &amp; Legal Compliance</b>	

Comments on financial management and legal compliance:

### **Board of Directors**

<b>Skill or Ability</b>	<b>Score</b>
Effectively implements policy as determined by the board.	
Works well with board officers.	
Provides appropriate, adequate and timely information to the board.	
Sees that the board is kept informed on the condition of the organization and all important factors influencing it.	
Works effectively with the board as a whole	
<b>Overall Rating on Board of Directors</b>	

Comments on board of directors:

### **Qualitative Questions**

1. What are our CEO's two to three greatest strengths?
  
2. What areas of opportunity do you see for our CEO's improvement or growth?
  
3. What are our organization's priorities in the coming year?

4. How can our CEO help you be a more effective board member in the coming year?

### **Summary Rating**

- 5 Consistently exceeds expectations
- 4 Consistently meets and exceeds expectations
- 3 Consistently meets expectations
- 2 Partially meets expectations
- 1 Unacceptable
- 0 Don't know

**Your rating** \_\_\_\_\_

**Comments:**