

# CEO PERFORMANCE EVALUATION PROCESS

# CEO performance evaluation

- Evaluation will be conducted by Board Chair and Chair of the Policy & Personnel Committee (“evaluation team.”)
- Performance evaluation form will address CEO’s annual goals and core competencies.
- In completing the evaluation, the evaluation team will incorporate CEO’s self-evaluation, board member feedback and feedback from Authority’s senior staff.

# Time Frame

The evaluation process should generally be a full year process:

- At January board meeting: CEO shares annual goals (set during December evaluation meeting)
- By July 1<sup>st</sup>, CEO and the evaluation team meet for a mid-year check in to discuss status of goals, revise goals if necessary, and discuss any issues relating to core competencies
- By November 1<sup>st</sup>, CEO provides the evaluation team with a written self-evaluation addressing the accomplishments of the year with regard to the goals and competencies and establishes the primary goals (e.g., 3 to 5) for the following year
- By December 15<sup>th</sup>, CEO and evaluation team meet to conduct the annual evaluation and finalizes the goals for the following year.
  - Feedback from Board members/senior staff will be solicited before mid-year and end-of-year evaluation meetings

# Competencies

- Technical and functional expertise
- Problem solving & decision making
- Client & customer focus
- Communication
- Role model
- People development & leadership
- Value creation & impact

## Board & Senior Staff Feedback

- Evaluation team will solicit board member feedback on CEO performance in executive session in May or June board meeting (before July 1<sup>st</sup>) and in November or December board meeting (before the December evaluation meeting)
- Evaluation team will solicit feedback from senior staff via email or an online survey the mid-year and end-of-year evaluation meetings.
  - Senior staff will be expected to gather feedback from their direct reports to inform their responses.

# Proposed Process for Soliciting Mid-Year & Annual Feedback from Board Members and Senior Staff

- 1) Share the CEO's annual goals and description of the core competencies.
- 2) Ask open-ended questions:
  - Do you feel that the CEO is making appropriate progress/has achieved the stated goals?
  - Looking at the core competencies:
    - Where do you feel the CEO has demonstrated the most strength?
    - Where do you feel the CEO has opportunities for growth?
  - Do you have any specific concerns that you feel should be raised with the CEO?