**EXECUTIVE ADMINISTOR’S PERFORMANCE FOR FY 2021**

Executive Administrator's Name: Your Name: \_ Use the reverse side of this sheet to say more about any question or provide additional input.

1. Describe the overall quality of their work - strengths in his/her role.
2. Please comment on any areas that you feel there needs to be improvement on or get better at, please be specific:
3. Please comment on their overall communication and customer service skills:
4. Please use 3 words to best describe him/her:
5. Please comment on their overall performance and abilities in the following areas:
   1. as a motivational leader?
   2. as being able to make decisions?
   3. as understanding the fiscal, facility management part of their job?

Any other comments or input:

**CONTINUED INPUT ON PERFORMANCE**

1. Please provide exact details on how he/she has improved the work of the Council.
2. Please comment on any areas that you feel the Council is lacking in and what do you think he/she can do to improve that area?
3. Please comment on his/her overall communication skills (e.g. does he/she communicate professionally, accurately, consistently, honestly, fairly with everyone; written and verbal skills):
4. Please rate your supervisor's overall performance and abilities in the following areas on a scale from 1-4 (I =poor/unsatisfactory, 2=fair/needs improvement, 3=good, 4=excellent):

|  |  |
| --- | --- |
| **Rating element:** | **Rating 1-4** |
| How well does he/she understand the Council’s mission? |  |
| How well does he/she understand what Council members duties are? |  |
| How would you rate his/her overall quality of work? |  |
| How would you rate his/her overall customer service efforts? |  |
| How well do they work as a Team Member? |  |
| How would you rate their Creativity/initiative? | *I* |
| How would you rate their understanding of financial/spending of the Council? | *I* |
| How would you rate their overall decision-making skills/judgment? | *I* |
| How would you rate your working relationship with him/her? |  |
| How would you rate his/her ability to support you/other Council members? |  |

Any other comments: \_