

# Chief Executive Officer

## Self-Evaluation

### Instructions

This self-assessment questionnaire is designed to help you assess your personal performance over the last year and to facilitate discussion between you - the Chief Executive - and the Board. The first section of the questionnaire addresses the ten (10) areas of general responsibility examined in the Board questionnaire. These areas are:

- I. Vision, Mission and Strategies
- II. Accomplishment of Management Objectives
- III. Program Management
- IV. Fiscal Management
- VII. Operations Management
- VIII. The Chief Executive/Board Partnership
- IX. The Board/Staff Relationship
- X. External Liaison and Public Image
- XI. Perceptions of the Organization

The questions measure your level of satisfaction with how you have carried out various aspects of these responsibilities. Check off the number representing the degree to which you are satisfied or not satisfied with your performance in each responsibility mentioned. The answer you mark can range on a scale of 1 to 4, with 1 representing "Very Dissatisfied" and 4 representing "Very Satisfied."

1 — Very Dissatisfied      2 — Dissatisfied      3 — Satisfied      4 — Very Satisfied

The second section of the assessment contains a number of open-ended questions that will help to guide you as you assess your own performance.

After both you and the BBHC Executive Officers have completed the assessments, a meeting will be scheduled between you and a representative of the Executive Officers to review the results of this assessment. During this meeting, you and the Executive Officer representative can use the assessment results to identify areas for personal growth and draft action plans for your professional development. This meeting will also be a good opportunity to discuss ways in which the BBHC Board can better support or complement

your work and to discuss mutual hopes for the future of the organization.

## Self-Assessment Questionnaire

		Not Satisfied		Satisfied		Not Sure	
How satisfied are you that <b>YOU</b> :		1	2	3	4	NS	
1.	Have developed a clear vision for the future of BBHC?						
2.	Have successfully communicated an understanding of BBHC's mission to Board members, staff and the community?						
3.	Have developed appropriate goals and strategies to advance that mission?						
4.	Have established operational objectives that support the BBHC's strategic plan?						
5.	Have efficiently led the staff in the implementation of the strategic plan and any annual plans?						
6.	Have effectively led the staff in managing and administering the programs and services BBHC offers?						
7.	Have a thorough knowledge of BBHC's mission?						
8.	Have a strong understanding of the technical, Operational, and ethical issues BBHC?						
9.	Have developed and implemented appropriate fundraising and financial development strategies?						
10.	Have ensured that solid planning and budgeting systems are in place?						
11.	Have ensured that the organization's goals and strategic plan serve as a basis for sound financial planning?						
12.	Have recruited and developed qualified staff to accurately assess, manage and project the financial health of BBHC?						
13.	Have worked with the staff to develop, maintain, and use appropriate operating systems and resources that facilitate the effective operation of BBHC?						
14.	Have maintained a strong working relationship with the Board, characterized by open communication, respect, and trust?						
15.	Have modeled effective working relationships with the Board to staff?						
16.	Have established appropriate systems for dialogue and communication between the Board and staff?						

17.	Have established and maintained positive relationships with the many groups that support or are involved in the work of BBHC?						
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### The Chief Executive's Perceptions of the Organization

As you review your own performance, you should also take the opportunity to gauge your perceptions of the general operations and quality of the organization in the following areas. The responses to these questions may help to focus on BBHC and your own attention on specific areas of organizational strength and limitations which will help to guide future organizational development efforts.

		Satisfied		Not Satisfied		Not Sure	
How would you rate:		1	2	3	4	NS	
a	Administration and Operations						
b	Program Development and Delivery						
c	Financial Management						
d	Marketing and Public Relations						
e	Long-Range and Strategic Planning						
f	Client Services						
g	Overall Quality of Staff Performance						
h	Other: _____						

Additional Comments:

# Open-Ended Questions

## JOB EXPECTATIONS AND OBJECTIVES

1. What are the primary objectives and responsibilities of your position as Chief Executive Officer, as you understand them?
2. What have been your major accomplishments of the last year?
3. What difficulties did you have in achieving your job expectations and objectives over the last year? What prevented you from achieving these goals?
4. In what ways could the BBHC board better support you in your work?

## PERSONAL SKILLS AND DEVELOPMENT

5. What are your greatest strengths?
6. In what areas do you believe you could improve?
7. What areas of your work are most personally rewarding to you? Why?
8. What areas of your work are least personally rewarding? Why?