

**Crime Victim Services of Allen and Putnam Counties
Executive Director Performance Management Form**

Director name:	Board members on Evaluation Committee:
Evaluation date ___ / ___ / ___ ___	
Last evaluation date ___ / ___ / ___	Director start date ___ / ___ / ___ Board evaluation approval date ___ / ___ / ___

Reason for Evaluation:

<input type="checkbox"/> Annual <input type="checkbox"/> End of probation <input type="checkbox"/> Unsatisfactory performance other: _____

Definition of Performance Ratings:

<p>5 - Outstanding. Performance is exceptional in all areas.</p> <p>4 - Very Good. Results clearly exceed position requirements. Performance is high quality and consistent.</p> <p>3 - Good. Competent and dependable level of performance. Meets performance standards of the job.</p> <p>2 - Improvement Needed. Performance is deficient in certain areas. Improvement is necessary.</p> <p>1 - Unsatisfactory. Results are generally unacceptable and require immediate improvement.</p>
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Performance Categories

<p>1. Access to services: ___total</p> <p>A. ___ Visible – Providing public awareness and positive reputation</p> <p>B. ___ Accessible – Providing services reachable by full population</p> <p>C. ___ Acceptable – Assuring welcoming and safe initial contacts</p> <p>D. ___ Available – Assuring services are available for prompt use</p> <p>Comments and Goals:</p>
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2. Structure of services and organization: ____total

- A. ____ Governance – Creating and maintaining excellent design and operation of organization
- B. ____ Partnerships – Creating and maintaining seamless victim advocacy across organizations
- C. ____ Tools – Design and maintaining excellent, efficient, and effective internal functionality
- D. ____ Staff – Assuring staff that are competent, productive, safe, and victim-outcome focused
- E. ____ Services – Designing, providing, and adapting victim-driven services

Comments and Goals:

3. Process of treating victims: ____total

- A. ____ Ethical – Maintaining accountability for ethical standards, conflicts of interest and confidentiality
- B. ____ Professional – Maintaining high standards for staff appearance, conduct and work product
- C. ____ Unique – Maintaining individualized victimization, cultural and language advocacy
- D. ____ Sensitive – Maintaining customer friendly advocacy

Comments and Goals:

4. Effort toward outcome of services in changing victim lives: ____ total

- A. ____ Promoting Safety – actual and perceived
- B. ____ Promoting Healing – spiritual, emotional, and medical
- C. ____ Promoting Justice - fairness and system treatment
- D. ____ Promoting Restitution / financial stability – emergency, compensation, in-kind, etc., resources

Comments and Goals:

5. Efficiency and Positive Leadership: ____ total

- A. ____ Assuring efficient use of resources
- B. ____ Maintaining high standards of organization, documentation, reporting, and supervision
- C. ____ Providing positive mission focused leadership and a vision for the future

Comments and Goals:

Executive Director Comments and Goals:

Final Rating:

Total score from all categories = ____

Comment Sheet Attached ____ Yes ____ No

Executive Director signature and date

Board President signature and date